



# CIRES Travel Team

To learn more, scan the QR code to visit our travel services web page in InsideCIRES.



## Travel Request Approval

You'll create and submit a **travel request** in InsideCIRES when you know your travel plans and how it'll be funded. The travel request serves as **your best guess or plan** for an upcoming trip. If plans change prior to the trip's start date, you'll revise and resubmit the travel request. If plans change during the trip, you'll add notes to your final travel report.

## Travel Costs & Arrangements

Employees should **book airfare in Concur or with CBT** after they've received CIRES Travel approval. Concur allows you to reserve rental cars, hotels, and trains for your trip but you may book these directly with the vendors. **Itemized receipts are required for lodging, registration fees, abstract fees, rental cars, field research supplies, and any expense greater than \$75.** When in doubt, add a receipt to your final travel report!

## Final Travel Report Submission

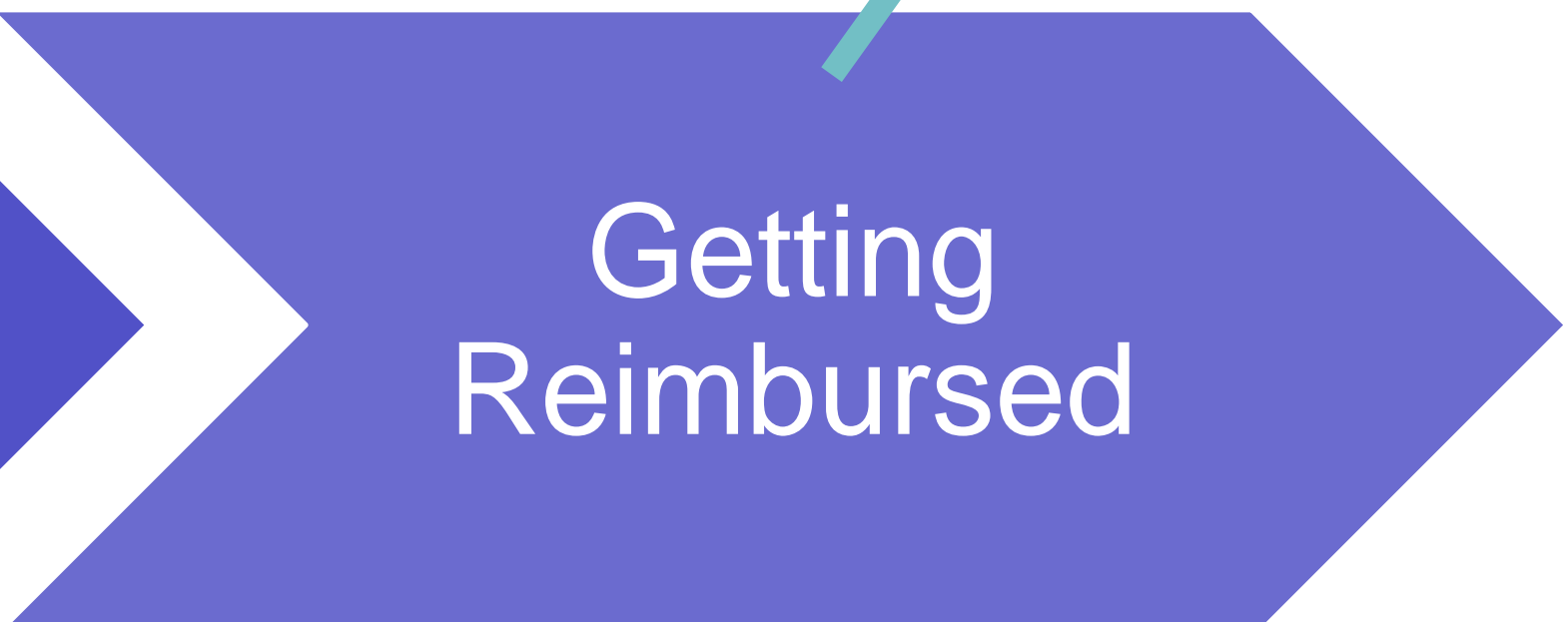
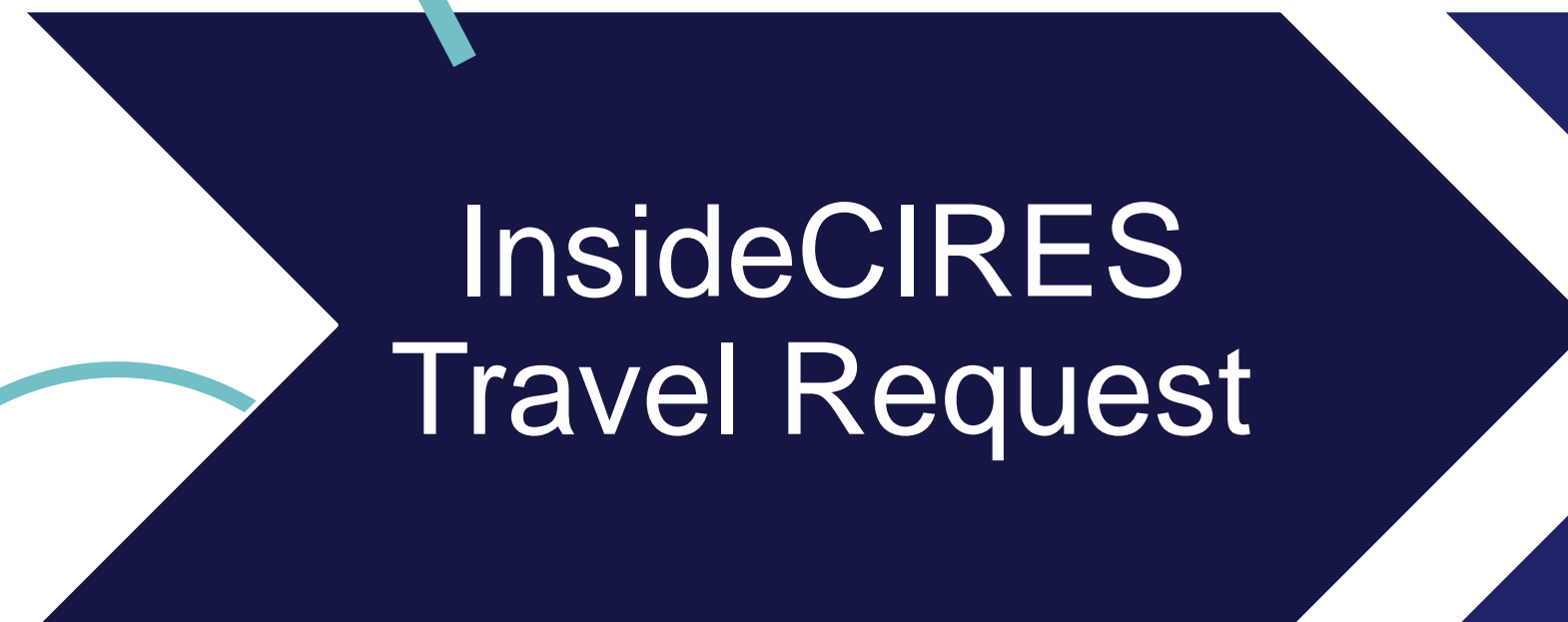
After your trip ends, you'll receive a reimbursement guidance email from CIRES Travel. You'll log into InsideCIRES to complete and submit a **final travel report** for your trip. You'll need to attach final receipts for expenses that require itemized receipts and to add context for any changes in the additional comments box. Travel expenses should be **submitted within 90 days of the trip's end date** to avoid tax implications. Also, travel expenses must be submitted within 6 months of the trip's end date or expiration of funding project for university and CIRES compliance.

## Expense Report Submission

A CIRES Travel Team member will use the information provided in your final travel report to create and make ready for review an expense report in Concur. You'll receive a notification that the report is ready for your review and submission. **Review the Concur expense report for accuracy** and let your assigned travel analyst know if edits are needed. If it all looks good, **please submit the expense report as is** since your assigned travel analyst has already added the appropriate approver to the timeline.

## Payment Processing

In general, you should receive your **reimbursement within two weeks** of the Concur expense report being approved and in **payment process**. As an employee, your reimbursement will be **issued in the same way you receive your normal pay**. You may log into Concur to view the status of your expense report at any time!



### What is the Fly America Act?

The Fly America Act (FAA) is a federal law that requires all flights that are funded by a federal sponsor be on a U.S. flag carrier. If you are unable to use all U.S. flag carriers for your trip, then CIRES Travel must complete a FAA exception form at the time of your travel approval or prior to the airfare being booked. This FAA exception documents your non-compliant flights for internal documentation and/ or external sponsor prior approval.

### Why Apply for a Travel Credit Card?

The travel credit card (t-card) can be used for business expenses while you're in travel status which can reduce the burden of up front costs that are normally paid on your personal credit card. T-card charges show up on your Concur profile and will be reconciled after your trip. All employees (including Graduate Assistants) may apply for a t-card to use in travel status.

### Is it Allowable to add Personal Time?

It may be allowable to add personal time to a business trip. You will be required to provide comparison airfare quotes as part of your travel request to ensure that there is no added cost to CU. CIRES requires the number of personal days to be equal to or less than the number of business days. If the number of personal days exceeds the number of business, it will be considered a personal trip in which only business expenses on business only days are allowable for reimbursement.

### How does Non-Employee Travel Work?

Non-employee travelers or their travel arrangers should email a completed non-employee travel request form to CIRES Travel for review. Once the traveler receives CIRES Travel approval, they or their travel arranger may make travel purchases and arrangements with guidance listed in the approval email. After their trip ends, they'll email a completed travel voucher or NRI form with itemized receipts to CIRES Travel for processing. The assigned travel analyst will complete a Concur expense report either on the travel arranger's or the analyst's Concur profile. Once the expense report is approved and sent to payment processing, the traveler may expect a reimbursement check in the mail in approximately two weeks.