

TRAVEL GUIDE | CSU PHYSICS DEPT.

Did you know?

- All travel in the department must be approved in advance by the department chair. For international travel, the risk management department must also approve the trip before you leave, and that approval may take up to 48 hours.
- We request you turn in travel forms **two weeks** in advance, so the office staff has time to enter the travel information, and for the documents to get through the necessary approvals (1st-traveler, 2nd-department chair, 3rd-fiscal officer, 4th-travel department).
- Travel advances must be deposited before the trip start date, otherwise travel will not approve the advance. Please note, travel advances are only processed on certain days, so by turning in your forms two weeks in advance, you ensure that you will receive your travel advance in time.

What is the process?

- **Pre-Travel**
 - Contact a state approved travel agent with legal name, DOB, desired arrival/departure dates and times, and account number. You must "cc" physics_travel@mail.colostate.edu.
 - Complete the travel form with your estimated costs and then email the form to physics travel **two weeks prior to trip**.
 - Remember: the purpose of travel is vital, please provide a description of travel that explains how your trip is a benefit to the university or the research project. If acronyms are being used they MUST be spelled out.
- **Post-Travel**
 - Once your trip has ended, complete travel form with actual costs.
 - Provide itemized receipts showing payment for all expenses except per diem.
 - Email everything to physics travel and turn in receipts to the office.
 - Please note: all reimbursement documents must be submitted and approved by the traveler within **60 days** of trip end date or it will be considered taxable income to the traveler

Why is the office emailing me?

- Often the people in the travel office won't approve the reimbursement until we provide certain information according to CSU travel policies.
- If you respond quickly, we are able to help get your reimbursement in a timely manner!



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VISITORS & HOW WE REIMBURSE

What can we reimburse for?

- Mileage
- Flights
- Hotels
- Rental cars or airport shuttles
- Per diem

How do visitors get reimbursed?

- Complete TEM form
- Provide necessary receipts showing proof of payments to the office
- The office staff will submit the travel reimbursement for the visitor
- Once reimbursement is approved, the visitor will receive a check in mail in about 1-3 weeks

Important things to remember:

- Account number
- Email office in advance to help with flight/hotel arrangements



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