

## Travel Checklist

### The UNC Visa Card (PCard) may be used for:

- **Lodging** – If an employee arranges private lodging (e.g., staying with family or friends) they may be reimbursed up to \$25/night for associated costs.
- **Ground Transportation** - taxi, shuttle, Uber/Lyft, subway, train, tolls (when accepted)
- **Rental Cars** – In order to receive the discount and insurance benefits, you must use the contract codes at the time of rental. The discount codes are:  
Budget: T143828  
Enterprise: XZ12450  
Hertz: 65579  
Avis: A514100  
The rental car contracts provide liability coverage in most cases. Additionally, the UNC Visa card provides free collision/damage coverage for passenger vehicles designed to carry up to eight passengers.
- **Parking**
  - DIA parking rates limited to \$18/day
- **Registration Fees**
- **Airfare**
  - Includes the cost of one checked bag

### What do I need to do to get ready for my trip?

   Complete and submit a Travel Authorization Form (TA) via OnBase.

   All information must be filled in on form

   Conference At-A-Glance or Agenda (if requesting per diem) must be attached to TA

   TA must be approved before overnight or out-of-state travel occurs

### How and when shall I purchase my travel arrangements?

Once travel is approved and you have received a confirmation email that your funds have been added to your UNC Visa card (PCard), you can begin booking your travel.

### While Traveling:

An itemized receipt is required for all charges made on the UNC Visa card (PCard).

If requesting reimbursement for expenses, receipts must be attached to the Travel Reimbursement Form. An explanation is required for expenses charged on a personal card when seeking reimbursement. Please work with your Accounting Specialist to submit this form.

UNIVERSITY OF  
NORTHERN COLORADO



## TRAVEL GUIDE

### Accounts Payable Contacts

Devin Million, 970-351-2387  
devin.million@unco.edu

### UNC Visa (PCard) Contact

Morgan Gray, 970-351-1836  
morgan.gray@unco.edu

### Risk Management Contact

Blaine Nickeson  
blaine.nickeson@unco.edu

## University Fiscal Guidelines: Chapter 5, Travel UNC Fiscal Rule

- Obtain a UNC Visa card (PCard).
- Funding for travel must be approved.
- Travel Authorization (TA) must be completed and approved by FOAP Approver, Dean/AVP, and Grant/Foundation Approver(s) as needed.
- International travel must be pre-approved by CIE and the Provost for all Academic Areas and the Senior VP of Finance for Administrative areas.
- Check for travel warnings before embarking on international trips at:

<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>

For information regarding risk management or liability issues related to your travel, contact Blaine Nickeson at [blaine.nickeson@unco.edu](mailto:blaine.nickeson@unco.edu).

## Basic Travel Expense Information

### Mileage

Mileage reimbursement rates are dictated by the IRS and CRS 24-9-104. Travelers will be reimbursed for actual miles driven at 90% of the prevailing IRS rate at the time the miles are driven.

### Meals

Travelers may be reimbursed for meals at the rate designated for their destination city based upon the GSA per diem rate for the Continental U.S.

<http://www.gsa.gov/portal/content/104877>

International travelers can contact Purchasing if they need assistance determining their per diem rate. Per diem shall be reduced for any meals provided to the traveler. Meals on the first and last day of travel shall be 75% of the city rate regardless of the time of day when the travel commences or ends. The incidentals for first and last day of travel are already included as part of the 75% of the city rate calculation.

**Travel Advances** – Traveler will receive a meal/incidental/mileage per diem advance when/if:

- TA is received by Accounts Payable within 3 weeks of first day of travel;
- The traveler uses their UNC Visa card for the majority of their travel-related expenses;
- A conference agenda is attached to the TA. If one is not available at that time, please note this on the TA;

Per diem is not allowed for day trips that begin and end on the same day.

## Unallowable Expenses

Some common unallowable travel expenses on University funds include but are not limited to:

- Alcohol
- Personal expenses (personal hygiene items, magazines, movie rentals, child care, house sitters, dog sitters, etc.)
- Travel insurance of the following types (unless pre-approved by the Dean/Director and Risk Management):
  - Trip cancellation insurance
  - Additional liability for rental cars
  - Personal accident insurance on rented vehicles
  - Supplemental life insurance for airline or common carrier travel
- Seat upgrades
- Early bird/priority boarding fee
- Traffic and parking fines
- Personal, political, social or otherwise unofficial University business expenses
- Costs paid or reimbursed from another source.

Should unofficial expenses occur in conjunction with official business, include sufficient documentation to define a clear and just separation and allocation of expenses. Generally, no costs may be paid from University funds for spouses, family or friends accompanying you.