



Travel Guidelines

General Guidelines

Travel expenses, regardless of the funding source, shall be for the benefit of the State, only for the time period necessary, and completed using the most economical means available which will satisfactorily accomplish the State's business.

Except for the Vice Presidents and the President, all travel for PPSC employees must be requested in advance. All requests need to be completed in full, with the requestor's signature and that of the approving supervisor. In addition to the supervisor's approval, In-State Travel Request forms require the approval and signature of a Dean, Director, or Vice President.

The In-State Travel Request form, used primarily for mileage reimbursement when using a personal vehicle, can be found on the portal (under the forms section, search by travel, select "In-State Travel Request").

Employees who travel out-of-state are required to complete, in advance, an Out-of-State Travel Request form, which can also be found on the portal (under the forms section, search by travel, select "Out-Of-State Travel Request").

The travel expense voucher, used to submit requests for reimbursements, for both in-state and out-of-state travel can be found on the portal (under the forms section, search by travel, select "Travel Expense Voucher").

Anyone who is an employee of the college and travels for the benefit of the college is entitled to reimbursement according to the State of Colorado Fiscal Rules. The fiscal rules that pertain to travel are located on the [Travel Fiscal Rule](#) page of the Colorado Office of the State Controller website. The section titled "Fiscal Rule 5-1 Travel" lists allowable travel expenses and a detailed explanation of allowable meals and incidentals eligible for reimbursements. Reimbursements are not allowed for points redeemed for any expense; only actual costs will be reimbursed. Specific per diem rates for meals and incidentals are located on the [Travel Fiscal Rule](#) page. Reimbursement for travel while on State of Colorado Business is governed by both State of Colorado Fiscal rules and Internal Revenue Service regulations.

All travel must be approved in advance prior to booking airline tickets or processing prepayments for registration fees and lodging. An approved travel request must be on file in the Financial Services Office before any travel arrangements are made. If a request is denied and the airline tickets have already

been booked, the individual will be responsible for the cost. Also, if family members are traveling with the college staff or if college staff is staying after the conference and using annual leave, airline tickets cannot be charged to the college account at the travel agency. This is considered a personal expense and separate arrangements must be made. Travel advances are not allowed.

Upon completion of approved travel request, a travel expense voucher must be submitted through the portal within 60 days of the last date of travel to allow proper recording of expenses and obtain reimbursement for approved travel expenses. Travel expense vouchers submitted between 61-90 days of completion of travel will be included on the employee's form W2 as taxable income. Any travel expense vouchers submitted after 90 days from completion of travel will not be reimbursed.

In-State Travel

In-state travel consists of ALL travel occurring within the state of Colorado (intercampus travel or out of town trips). Employees may submit a "blanket" In-State Travel Request to cover all anticipated in-state travel during a given fiscal year. The PPSC fiscal year runs from July 1st – June 30th of the following year.

A separate In-State Travel Request must be submitted for each specific out of town trip, unless the "Destination" field of the blanket In-State Travel Request indicates otherwise (and there are dollar amounts listed in the various categories under the "Estimated Cost" section of the form [lodging, meals, etc.]).

For example, if the "Destination" field reads "Intercampus Travel," this only applies to travel between PPSC campuses, and thus, a separate In-State Travel Request must be submitted for any other out of town trip. Alternatively, if the destination field reads "Various throughout Colorado," this request form can be used for both intercampus travel and separate out of town trips.

On any given day, each employee will have an "initial duty station", which may be any of the college's primary campuses (Centennial, Rampart Range, Downtown Studio, CHES). The "initial duty station" is not necessarily the employee's home campus; it can change depending on where they are reporting for the day.

For example, if an employee starts working at Rampart Range on Mondays and at Centennial on Wednesdays, their "initial duty station" is Rampart Range on Mondays and Centennial on Wednesdays. Travel from the employee's home to his or her "initial duty station" is considered by the IRS to be "commuting" and is NOT reimbursable.

If the employee must travel from their "initial duty station" to one or more campuses, then travel BETWEEN those campuses is reimbursable. At the end of the workday, the trip from the "final duty station" to home is once again considered "commuting" and is NOT reimbursable.

If travel does not originate from the employee's home campus worksite, mileage reported can only be those miles in excess of normal commute miles; therefore, they would need to reduce mileage accordingly on their travel expense voucher.

**Mileage claimed as of 1/1/2024 will be reimbursed at \$0.60 per mile.
As of 1/1/2025 the mileage reimbursement rate will be \$0.63 per mile.**

Example 1: If an employee leaves home, starts the day at Centennial Campus (CC), which then becomes the employee's "initial duty station", travels to Rampart Range Campus (RRC) during the day, which then becomes his "final duty station", and then returns home from RRC at the end of the day, the employee is ONLY entitled to a one-way reimbursement from CC to RRC.

Example 2: If an employee leaves home, starts the day at CC (initial duty station), travels to the Downtown Studio Campus (DTSC), then on to RRC (final duty station), and returns home from RRC, the employee is ONLY entitled to reimbursement for 1) a one-way trip from CC to DTSC, and 2) a one-way trip from DTSC to RRC.

Example 3: If an employee starts the day at RRC (initial duty station), travels to CC for a meeting, and then returns to RRC (final duty station) before going home for the day, the employee is entitled to reimbursement for 1) a one-way trip from RRC to CC, and 2) a one-way trip from CC to RRC.

Example 4: If an employee leaves home to start the day at a Colorado Community College, this works slightly different from the above-mentioned initial duty station and final duty station concepts, as these partner colleges do not count as their normal commute. Instead, the employee would be entitled to reimbursement for the miles they traveled reduced by the number of miles in their normal commute.

For example, if an employee's normal commute is 5 miles, and they travel 25 miles to Red Rocks Community College, then later return home from this same location, the employee is ONLY entitled to reimbursement for 1) 20 miles from home to Red Rocks Community College, and 2) 20 miles from Red Rocks Community College to home (25 miles minus 5 normal commute miles each way), for a total reimbursement of 40 miles.

Out-of-State Travel

Out-of-State travel consists of all travel outside of the state of Colorado; this includes any travel to foreign countries. Employees who travel out-of-state are required to complete, in advance, an Out-of-State Travel Request form, which can be found on the portal (go to forms, search travel, select out-of-state travel request). This form requires the approval of the employee's supervisor, the Vice President of the area, and the President of the College.

When the traveler returns from their trip, a Travel Expense Voucher (also found on the portal: forms-search travel- selected Travel Expense Voucher) must be completed, along with including the pertinent itemized receipts. These receipts may be attached to the travel expense voucher or sent either by email or interoffice mail to Financial Services B201j. Travel expense vouchers must be submitted through the portal within 60 days of the last date of travel. Travel expense vouchers submitted between 61-90 days of completion of travel will be included on the employee's form W2 as taxable income. Any travel expense vouchers submitted after 90 days from completion of travel **will not** be reimbursed.

Travel Expense Voucher Requirements

It is recommended travelers review the below list to find the required documents which must be submitted for their reimbursements to be processed:

- Signed In-State or Out-of-State Travel Request (this should be submitted before travel even takes place)
- If the travel includes any mileage: maps or directions are required reflecting the mileage being claimed (unless the travel was to any of the colleges on the allowable mileage tables on pages 5 & 6)
- If the request includes expenses for lodging, car rental, Uber, Lyft, taxi, shuttle, parking fees, baggage fees, etc., itemized receipts are required for these expenses. Tips for Uber/Lyft/Taxi will only be reimbursed up to 15% of the fare cost.
- If the travel is to a conference, seminar, workshop, etc., a copy of the agenda or schedule from the event is required in order to receive per-diem meal reimbursements (receipts are not required for meals except for students and non-employees—see “Meal Reimbursements” section)
- If the travel is with students and the employee is paying for their meals, itemized receipts are required for the meals being claimed (*Note: Employees are reimbursed on behalf of the students’ expenses through a single travel expense voucher—students are not directly reimbursed*)

Travel Expense Vouchers will not be processed and approved until all the above items are received by the Financial Services Office.

Allowable Mileage for Inter-campus Travel:

For travel reimbursement between the college's primary campuses, the following guidelines are in effect:

Intercampus Mileage

<u>FROM</u>	<u>TO</u>	<u>Mileage One Way</u>
<u>Centennial Campus</u>		
	Rampart Range Campus	20
	Downtown Studio Campus	7
	CHES (Cypress)	21
	TEC (Springs Fab Campus)	7
	Catalyst Campus	7
	CEC (KidsKare Campus)	7
<u>Rampart Range</u>		
	Centennial Campus	20
	Downtown Studio Campus	13
	CHES (Cypress)	1
	TEC (Springs Fab Campus)	16
	Catalyst Campus	15
	CEC (KidsKare Campus)	16
<u>Downtown Studio</u>		
	Centennial Campus	7
	Rampart Range Campus	13
	CHES (Cypress)	14
	TEC (Springs Fab Campus)	7
	Catalyst Campus	1
	CEC (KidsKare Campus)	3

Mileage To / From Colorado Community Colleges:

	To / From Centennial Campus	To / From Rampart Campus	To / From Downtown Campus
Colorado Community College System Office - Denver, CO	77	60	71
Aims Community College - Greeley, CO	137	119	130
Arapahoe Community College - Littleton, CO	72	55	65
Aurora Community College - Aurora, CO	77	60	71
Community College of Denver - Auraria Campus - Denver, CO	76	59	70
Colorado Mountain College - Glenwood Springs, CO	206	213	202
Colorado Northwestern Community College - Rangely, CO	326	333	320
Front Range Community College - Westminster, CO	90	73	84
Lamar Community College - Lamar CO	157	176	163
Metro State College - Denver, CO	76	59	70
Morgan Community College - Ft. Morgan, CO	158	141	152
Northeastern Junior College - Sterling, CO	205	187	198
Otero Junior College - La Junta, CO	101	120	107
Pueblo Community College - Pueblo, CO	39	58	45
Red Rocks Community College - Golden, CO	87	72	81
Trinidad State Junior College - Trinidad CO	123	142	129
University of Denver - Denver, CO	71	54	64
Colorado Department of Higher Education - Denver, CO	75	58	68

Meal Reimbursements

Meals are reimbursed at the authorized meal per diem rate as noted below. If a meal is included in a conference fee the meal shall not be claimed for reimbursement. The authorized incidental expense per diem may be claimed for each overnight stay. Under no circumstances shall an employee claim more than the established per diem rate. Receipts are not required for employees.

If an employee is traveling with students and paying for their meals, they must send itemized receipts for the meals they are claiming, up to but not exceeding the per diem amount, whichever is lower. Non-employee interview candidates requesting reimbursement must also send itemized receipts for the meals they are claiming. If there is no request for a meal reimbursement listed on the travel expense voucher, it will not be reimbursed. Meals are not reimbursed for same day travel.

Per Diem Rates as of 10/1/2024 (updated annually by Office of the State Controller)

100%	Total Per Diem	Breakfast	Lunch	Dinner	Incidental
Standard Rate	\$ 68.00	\$ 16.00	\$ 19.00	\$ 28.00	\$ 5.00
High Cost Rate	\$ 74.00	\$ 18.00	\$ 20.00	\$ 31.00	\$ 5.00
	\$ 80.00	\$ 20.00	\$ 22.00	\$ 33.00	\$ 5.00
	\$ 86.00	\$ 22.00	\$ 23.00	\$ 36.00	\$ 5.00
	\$ 92.00	\$ 23.00	\$ 26.00	\$ 38.00	\$ 5.00

75%	Total Per Diem	Breakfast	Lunch	Dinner	Incidental	75% Daily Total
Standard Rate	\$ 68.00	\$ 12.00	\$ 14.25	\$ 21.00	\$ 3.75	\$ 51.00
High Cost Rate	\$ 74.00	\$ 13.50	\$ 15.00	\$ 23.25	\$ 3.75	\$ 55.50
	\$ 80.00	\$ 15.00	\$ 16.50	\$ 24.75	\$ 3.75	\$ 60.00
	\$ 86.00	\$ 16.50	\$ 17.25	\$ 27.00	\$ 3.75	\$ 64.50
	\$ 92.00	\$ 17.25	\$ 19.50	\$ 28.50	\$ 3.75	\$ 69.00

Employees are reimbursed 75% of the applicable per diem rate for meals **and** incidental expenses on the first and last day of travel for each meal the employee would normally have eaten while traveling away from home. Full per diem for meals and incidental expenses will be reimbursed for all other days of travel.

All per diem reimbursements are on a per meal basis, not per day. Only the meals claimed will be reimbursed.

Example: if only breakfast is claimed on the last day of travel, it will be reimbursed at 75% of the breakfast rate, not 75% of the daily rate. If this is in the \$80 high-cost category, this would amount to \$15.00.

Within the daily per diem is a \$5.00 incidental expense which may be used for miscellaneous incidental tips such as shuttle drivers, bellhops and maids, and other miscellaneous items. Under no circumstances shall an employee claim more than the established per diem rate.

*To determine which Per Diem rate applies to the city/state being traveled to, the below noted website can be accessed, or you can receive a printed copy from the Financial Services Office.

[Appendix A1 - Domestic CONUS Per Diem Rates](#)

US Bank/Visa Travel Card

College employees may obtain a State of Colorado US Bank/VISA card which can be used to charge meals, lodging and incidental expenses. The charge cards are issued under the State of Colorado but billed to each college employee. An application can be obtained from the Financial Services Office. Once it has been filled out it is returned to the Financial Services Office for the Controller's approval and signature. It is then forwarded to the college's contact person at US Bank/VISA who will have the card issued to the requesting individual.

When travel expenses are reimbursed to the individual, he/she will then in turn pay in full the charges on their credit card bill. Any statement not paid or disputed within 60 days will result in suspension of charging privileges. Any card account going past 90 days due will trigger a comment to credit reporting agencies.

All college personnel who request a travel card sign a State Travel Cardholder Agreement form in which they agree to use the card only to pay vendors for allowable purchases of goods and services for official state government travel. The card cannot be used for personal purchases and personal travel. The State US Bank/Visa card records are not private, and the college does receive, monthly, a summary of all US Bank/Visa charges to each individual account with the total balance due. At the discretion of the Controller, an individual's account can be cancelled. If a US Bank/Visa account is cancelled, the individual cardholder is still responsible for payment of all charges on his/her account.

Airline Charges

The authorized travel agency assigned to Pikes Peak State College is Christopherson Business Travel. When making airline reservations, please call 303-689-7734. There are several booking agents at this number assigned to our account who can help you. **An approved Out-of-State Travel Request must be on file in the Financial Services Office prior to making airline reservations.**

If a request is denied and the airline tickets have already been booked, the individual who is traveling will be responsible for the cost. If family members are traveling with the college staff (or an employee is staying after the end of a conference and using annual leave before returning home), the airline tickets cannot be charged to the college account at the travel agency. This is considered a personal expense and separate arrangements must be made.

It has been arranged for the authorized travel agencies to charge airfare purchases to the college's US Bank/Visa ghost account which is billed to the college. Any flight upgrades such as preferred seating or early bird check-in billed to the college's US Bank/Visa ghost account are not allowed and must be reimbursed to the college. Generally, these expenses will be reimbursed to the college by a reduction of the amount claimed on the travel expense voucher. Employees should be using the travel agent to book their airline flights. If they choose to purchase their own flights, they must provide three quotes from the agent prior to traveling, and their reimbursement will be equal to the lesser of the lowest quote or their actual flight cost.

Christopherson Business Travel Contact Information:

Main Office Line: 303-689-7734

Travel Agents



Corporate Advisor Team

800-600-3737

trips@cbtravel.com

Online Navigation Assistance

On-line Support Desk

(888) 535-0179

onlinesupport@cbtravel.com

Car Rental

Use of a rental car must be approved in advance. If you are staying at the same hotel where a conference is being held you will not be reimbursed for a car rental. The authorized car rental agencies that the college may use are:

Hertz

Enterprise and National Car Rental

All car rental charges are charged to the individual's US Bank/Visa travel card which is then reimbursed when the travel expense voucher is turned in. If a car rental is charged to a US Bank/Visa card issued under the State of Colorado, the liability insurance is covered under US Bank/Visa. The college will not reimburse for insurance added to car rentals, including liability insurance if the car rental is paid for with a method other than the US Bank/Visa travel card.