To: Clinical Sciences Faculty and Administrative Professionals

From: Christopher Orton, Head
Department of Clinical Sciences

Subject: University and Department Travel Policies

Date: January 27, 2014

Travel policy is established by the university (attached). The department is obliged to ensure that faculty and administrative professionals adhere to these policies. This memo is intended to highlight key points of the university and departmental travel policy that all members of the department should be aware. For many reasons faculty and administrative professionals must respect and follow these policies. Given the significant consequences for the university and individual travelers, failure to adhere to these policies will need to carry sanctions moving forward, including withholding of university funds to pay for travel. All out-of-state travel must be accompanied by a leave request form.

OUT-OF-STATE TRAVEL-UNIVERSITY RELATED: For all out-of-state travel, a Pre-Trip Travel Voucher and Authorization must be submitted REGARDLESS OF WHO PAYS FOR THE TRAVEL. This pre-trip authorization must be on file 2 WORKING DAYS prior to the trip. Failure to file a pre-trip authorization results in cancelation of insurance coverage should an accident happen. A departmental leave request form must also be submitted for out of state business travel (either consulting or assignment-related leave) in conjunction with a pre-trip travel authorization. A Post-Trip Travel Voucher must be filed if any departmental or university funds have been used to pay for travel.

INTERNATIONAL TRAVEL: All international travel requires the additional step of filing an on-line International Travel Application (link below). This must be completed at least 7 WORKING DAYS prior traveling. All other steps outlined above under out-of-state must also be completed. https://wsnet.colostate.edu/cwis86/WRisk/TravellInternational/Auth/login.aspx

TRAVEL RELATED TO PERSONAL LEAVE: For travel that is entirely related to annual personal leave (i.e. no portion of the travel period is related to attending meetings or university business), a Pre-Trip Authorization is not required. Of course by definition, no university or departmental funds can be used for this type of travel. A leave request form is required to report annual personal leave.

IN STATE TRAVEL: The Department of Clinical Science has a blanket in-state travel (not including travel by air) authorization memo filed with the University travel office and the Dean’s Office for the purpose of ensuring coverage by university insurance while traveling “in-state”. In-state travel is defined one day or less travel by car for the round trip. Reimbursement for in-state travel can be completed on a Post-Trip Voucher should reimbursement be required. In-state travel does not require the filing of a leave request form unless the travel is related to consulting.

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Clinical Sciences Travel Process Flow Chart

Step 1: Faculty, staff or student is traveling, is it international or domestic?

**YES**

Step 2: 5 – 7 days prior to proposed travel
Complete the online International Travel Application
Risk Management International Travel Registration

International Travel Insurance Approval Notice issued electronically to the traveler
NOTE: Destinations subject to travel advisories require each traveler to complete, sign, and send to the dept travel coordinator the travel advisory waiver.

**NO**

Step 2: Before travel commences.
Complete Pre-Trip Travel Voucher & send to dept. travel coordinator, Eileen Miyoshi.

**NO MATTER WHO PAYS FOR THE TRAVEL**

Required Signatures:
- Fiscal Officer
- Department Chair or Supervisor

Step 3: Complete and submit the appropriate leave request form indicating consulting or assignment related leave.

Required Signatures:
- Department Chair or Supervisor

Step 4: Complete and submit the appropriate leave request form indicating consulting or assignment related leave.

Required Signatures:
- Department Chair or Supervisor

Step 5: One week after travel is completed
Complete Post-Trip Travel Voucher & send with original receipts to dept. travel coordinator, Eileen Miyoshi

Required Signatures:
- Traveler
- If post trip is >15% of pre-trip estimates: Fiscal Officer

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