

SECTION VII: TRAVEL

Rule 7-1 TRAVEL

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1. RULE

1.1 Scope -This Rule addresses *allowable* travel expenses to College employees and officials. College employees and officials shall follow this Rule when *Traveling Away from Home* and for all other situations included in this Rule.

1.2 Travel Reconciliation – A *Traveler* may be use college funds for travel expenses under this Rule only if the *Traveler* is *Traveling Away from Home*, or meets the criteria in one of the special situations described in §9 of this Rule;

1.2.1 Travel:

- < Is on *College Business* - travel charged to the College, regardless of the funding source,
- < shall be for the benefit of the College;
- < Is only for the time period necessary;
- < Is completed using the most economical means available which will satisfactorily accomplish the *College Business*; and
- < Is approved by the appropriate *College Approving Authority* as required by §2 of this Rule;

1.2.2 Expenses are reasonable under the circumstances;

1.2.3 *Traveler* submits adequate documentation of the travel expenses to the *Approving Authority*;

and

1.2.5 Policy of the College complies with this Fiscal Rule.

1.3 Traveler's Responsibilities – A *Traveler* is responsible for controlling expenses at a reasonable level and ensuring that the College

is determined to be inadequate by the *Traveler*. Under no circumstances shall a *Traveler* request reimbursement for more than the applicable per diem rate. Receipts for meals are not required. See the Fort Lewis College travel website for reference to the current standard per diem rates for meals.

4.3 Meals for Days *Traveler* Departs and Returns – A *Traveler* may claim 75% of destination city’s per diem rate, including *Incidental Expenses*, for the day of departure; and 75% of the departing city’s per diem rate, including *Incidental Expenses*, on the day of return. If a *traveler*, on a multiday trip, leaves their house prior to 5:00 am and does not arrive to their destination until after 8:00 pm they are entitled to 100% of that city’s per diem. When returning from a multiday trip a *traveler* arriving back home after 8:00 pm is entitled to 100% of the per diem of the departing city.

4.4 Incidental Expenses –Under regulations issued by the Internal Revenue Service, *Travelers* are required to use the method chosen by the College for reimbursement of *Incidental Expenses*. The College has chosen to use the standard allowance method for *Incidental Expenses*, rather than the actual cost method. Under the standard allowance method, a *Traveler* shall include the total *Incidental Expense* per diem rate for each overnight stay and 75% of such rate for partial days. Under no circumstances shall a *Traveler* request reimbursement for more than the applicable per diem rate. Receipts for *Incidental Expenses* are not required.

4.5 Transportation – A *Traveler* shall utilize college funds only for the dollar equivalent of the most cost beneficial method of *Transportation* available to the *Traveler* that satisfactorily accomplishes the College Business. Expenditures shall be limited to the actual cost of commercial *Transportation*. A *Traveler* shall submit receipts for all *Transportation* expenses except as provided in §4.10 of this Rule.

4.6 Rental Vehicles –A *Traveler* may use a College motor pool vehicle or shall be required to use an approved or designated vehicle rental company, as available and in accordance with applicable campus policies. Certain upgrades provided at extra cost by vehicle rental companies, such as satellite radio, GPS units, etc., are not allowable unless necessary for *College Business* or safety reasons and approved by the *Approving Authority*. A *Traveler* shall submit receipts for rental vehicles and fuel expenses as documentation of the actual cost of rental vehicles, provided the *Traveler* complies with all relevant provisions of this Rule.

4.7 Mileage for Personal Vehicles – A *Traveler* shall be allowed mileage reimbursement for each mile actually and necessarily traveled on *College Business* using the *Traveler’s* personal vehicle as provided if no government-furnished or rental automobile is available. A *Traveler* normally shall be reimbursed at the mileage rate as designated by GSA Mileage Reimbursement Rate. Commuting expenses incurred while traveling between a *Traveler’s Residence* and *Traveler’s Regular Work Location* are non-reimbursable personal expenses. *Travelers* will not be reimbursed for mileage or transportation costs to and from local airport as this constitutes the *Traveler’s* daily commute for the workday.

4.8 Airfare - A *Traveler* shall follow applicable travel policies regarding the use of approved or designated airlines and, in accordance with such travel policies, may purchase airline tickets utilizing college funds, including baggage fees if not included in the airfare. Booking and other fees from third parties are not allowable expenditures, it is the most cost effective to book directly with the airline.

4.9 Tips – A *Traveler* cannot claim tips as a separate item on a *Travel Reconciliation*. Tips paid to porters, baggage carriers, bellhops, hotel maids, and skycaps for airport check-in are included in *Incidental Expenses*. Tips paid in conjunction with meals are included in the standard meal allowance. Tips paid in connection with taxi and shuttle expenses should be included as part of these expenses.

4.10 Other Allowable Travel Expenses - In addition to *Lodging*, meals, and *Transportation*, the actual expenses identified below, incurred as a part of approved travel, are allowable if necessary to complete *College Business*:

5. NON-ALLOWABLE TRAVEL EXPENSES

A *Traveler* shall not be reimbursed for the following expenses:

5.1 Alcoholic beverages;

5.2 Entertainment expenses;

5.3 Personal expenses incurred during travel that are primarily for the benefit of the *Traveler* and not directly related to *College Business*;

5.4 *Political Expenses*;

5.5 The cost of traffic fines and parking tickets;

5.6 Certain insurance coverage - The cost of additional or other types of coverage shall not be reimbursed by the College, including without limitation, expenses paid by a *Traveler* for the following:

- < Collision damage waiver or loss damage waiver for rental vehicles;
- < Supplemental liability insurance on rental vehicles;
- < Value premiums on airline tickets;
- < Trip cancellation insurance;
- < Additional liability insurance for rental vehicles;
- < Personal accident insurance on rental vehicles; and
- < Supplemental life insurance for airline or common carrier travel.

6. CERTIFICATION AND APPROVAL

6.1 Certification - Each *Travel Authorization* request or *Travel Reconciliation* shall contain the following certification signed manually or electronically by the *Traveler*: “I certify that the statements in the above schedule are true and just in all respects; that payment of the amounts claimed herein has not and will not be reimbursed to me from any other sources; that travel performed for which reimbursement is claimed was performed by me on *College business* and that no claims are included for expenses of a personal or political nature or for any other expenses not authorized by College fiscal policies; that amounts claimed for meals are limited to the total daily Maximum Meal Reimbursement amount established by travel policy or the amounts actually incurred for meals; and that I actua8 T002 (p6 Td()Tj7 (-4.007 (cur)4.007 (red)-2.004 (fo)-2.004 (r m)6.002 (e)- T

7.2.1 Amount – The amount of each separate expenditure incurred while *Traveling Away from Home*, such as the cost of *Transportation* or *Lodging*;

7.2.2 Time – Dates of departure for and return from *Traveling Away from Home* and the number of days spent on *College Business* while *Traveling Away from Home*;

7.2.3 Place – Destinations or locality of travel, described by name of city or town or other similar designation; and

7.2.4 College Purpose – Reason for travel or nature of *College Business* benefit is derived or expected to be derived as a result of the travel.

7.3 Receipts:

7.3.1 Receipts Required -Receipts are required for all expenses over \$25, except for meals, *Incidental Expenses*, mileage for personal vehicles, and tips, which do not require receipts regardless of dollar amount. Receipts are required for *Lodging*, rental vehicles, airfare and registration, regardless of the amount. See §4.11 of this Rule. Receipts shall be detailed ~~with~~ **Business**

8.3 Travel Advance – See §3 and §7 of this Rule.

9. SPECIAL SITUATIONS

9.1 Travel within a Single Day – If travel is completed wholly within a single day, reimbursement for lunch and incidentals shall not be allowed. If, however, an employee or official leaves home prior to 5:00 a.m. on *College Business* that requires the employee to extend the workday, the *Approving Authority* may allow a meal per diem for breakfast. In addition, if an employee or official remains away from home after 8:00 p.m. on *College Business* that requires the employee to extend the workday, the *Approving Authority* may allow a meal per diem for dinner.

9.2 Travel to a Temporary Work Location - A *Traveler* may be reimbursed for *Transportation* expenses to a *Temporary Work Location* in accordance with these Rules.

9.3 Travel to Conferences, Meetings, Training Sessions, and Other Business-related Activities – A *traveler* may be reimbursed for *Transportation* expenses for these activities in accordance with these Rules.

9.4 Allowances for College Job Applicants - To obtain the best-qualified individual for a given College employment position, it may be necessary to pay interview related travel expenses for job applicants. At the discretion of the designated *Approving Authority*, such travel expenses, including the meal per diem rate established by these Rules, may be reimbursed to the applicant.

9.5 Allowances for Travel Not Solely for College Business - In some instances, the purpose of travel may be partially for *College Business* and partially for personal reasons. In these instances, the *Traveler* shall make a reasonable allocation of the expenses between *College Business* and personal or political purposes and the *Travel Reconciliation* for such expenses shall contain such allocation and sufficient documentation to explain the basis for the allocation. If a College employee obtains lower rates for *Lodging* or *Transportation* because travel is extended for personal or political reasons, these lower rates shall also apply to the *College Business* portion of the travel.

9.6 Allowances for Travel Paid Directly by a Non-College Entity - In limited instances, College officials and employees may be invited to attend a committee meeting, seminar, or conference concerning *College Business* where their travel expenses are paid directly or reimbursed by the sponsor of the meeting, seminar or conference. In such instances the official or employee may accept the invitation if the travel has been approved by the appropriate *Approving Authority* and does not violate other state statutes or constitutional provisions.

9.7 Allowances for Travel with Spouse, Relatives, or Friends - The College shall not reimburse the cost of an employee's spouse or other person(s) accompanying the College employee on a business trip, unless specifically permitted by these Rules.

9.8 Allowances for Travel by the President of the College - In the case of travel by the President, security, protocol, ceremonial functions, and time demands may require considerations not accorded any other College official or employee. If protocol requires that the President's spouse accompany the President, travel expenses incurred by the President's spouse may be paid using College funds. When the President allocates travel *costs* between *College business* and personal or political purposes, the allocation shall take into account all the various factors involved in the travel.

9.10 Airline Travel: Airline travel shall be completed using the most economical means available. The expectation is that economy or coach class will be the norm. However, upgrade to economy plus will be allowed to accommodate special needs. Medical disability must be certified by a written statement from a competent medical authority. Such certificate will be kept on file for all future travel and a copy attached to the *traveler's* reconciliation. In addition, any leg of a flight lasting three hours or longer will also be eligible for an upgrade to economy plus.

10. PER DIEM RATES - MEALS AND INCIDENTAL EXPENSES

The current maximum meal and *Incidental Expense* per diem rates as defined by GSA Per Diem Rates and are updated on their website.

DEFINITIONS:

Advance Payment ±A payment made for goods or services prior to the receipt thereof.

Advice of Employment ±A document that includes an offer of employment.

After-the-Fact Purchase ±An ~~A~~ ~~-b~~ ~~-b~~ occurs when liabilities are incurred on ~~College~~ ~~V~~ behalf before ~~College~~ ~~or~~ contract has been issued or executed ~~by~~ a when required under ~~College~~ policy.

Agency ±An executive department of the State of Colorado, or any subdivisions thereof.

Approving Authority - An individual who has authority to approve travel ~~for~~ ~~B~~ and related matters ~~College~~ ~~70.Ind~~

Benefits - Any pecuniary or material advantage provided by ~~College~~ to a ~~College~~ employee other than salary, leave, incentives, awards, retirement ~~ent~~, insurance ~~s~~, and travel and non

Procurement cards are ~~not~~ . Procurement cards are a method of payment, not a method of procurement. Purchases made with a procurement card also require the use of an appropriate ~~or~~ or ~~HD~~ .

Contingency-Based Contract ±A contract for services between the College and a vendor where:
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measurable savings in the college ¶ V H [S H Q G L W ¶ U R S H U D W L R Q D W W U L E X W D E O H
services under the contract; and
The ~~is~~ - ~~is~~ is not specifically authorized by statute. See CRS § 2403.
Contingent fees are prohi4044>7.0:2 792 re Wit (af W* n are)3.00A2 re W* n BT iT0 10.9.0:2 792 re Wit (a

Expenditure Contract ±A contract between the College and another party resulting in an expenditure of funds by the College directly or indirectly, or the creation of a payment obligation on the part of the College. ~~Expenditure contracts do not include transactions in which an expenditure of College funds is supported by the College pursuant to Fiscal Rule 4-2.~~

Expenses Incurred for the Benefit of the College - Expenses incurred that enable College employee or College official to perform assigned duties or enable College to carry out responsibilities required by law.

Federal Funds - Funds received by the state either directly or indirectly from the federal government.

Financial Reports - Financial information compiled periodically to assist in management decision making or for reasons other than financial statement purposes.

Financial Statements ±Comprehensive reports prepared in accordance with generally accepted accounting principles, as adopted by the Governmental Accounting Standards Board.

Foreign Travel - Travel to any out-of-country destination not included within the definitions of ~~Foreign Travel~~ or ~~Travel~~.

Franchise Agreement ±An agreement where the College grants to a party a concession or right to provide goods or services in a particular market controlled by the College. The College may regulate service level, quality and

Indirect Cost - A cost incurred by a state that does not exclusively benefit a specific and that cannot be readily identified with the same specific, and, therefore shall be allocated to on some basis of assumed service/benefit or other equitable distribution basis.

Indirect Cost Allocation - A systematic and rational allocation of to benefiting programs and activities that result in the calculation of a recovery rate or the identification of the amount of assigned to the benefiting program for cost recovery purposes to establish appropriations and fees. Four types of documentation representing to are recognized in this fiscal Rule

- a. **Statewide Federal Plan**- The plan prepared by the State Controller's Office, using federally approved costing principles, to allocate the allowable central administrative state government to state agencies for inclusion in its State Federal Rate Proposal/Plan.
- b. **Statewide Budget/Cash Plan**- The plan prepared by the State Controller's Office using Full Costing principles, to allocate the central administrative of state government to state for inclusion in its State Budget/Cash Program Cost Determination Worksheet.
- c. **College Federal Cost Rate Proposal/Plan:**
 Proposal- A document prepared by the College to establish a rate used to recover from federally funded programs or activities.
 Plan- A document prepared by the College to document algorithms used for federal

License ±A grant by the owner of rights in real or personal property to another of a personal privilege to use such property, without the transfer of the underlying ownership interest therein.

Loan Contract ±An agreement between the College and another party, where the College agrees to loan funds to such other party.

Lodging - Any commercial accommodations available or offered for use for which a rental schedule has been established and payment is required.

Official Function -A meeting, conference, meal, or other function that is hosted by the chief executive officer, or representative, of the College attended by guests and College employees, and held for official purposes.

Out-of-

Revised: 0806-2024

Purchase Order Terms and Conditions

Reviewed July 201

1. **Offer/Acceptance.** I W K L V S X U F K D V H R U G H U 3 3 2 ' U H I H U V W R \ R X U E L G R U
of your OFFER TO SELL in accordance with the terms and conditions of the Invitation for Bid/Request For
Proposal as stated in your bid. If no bid or proposal is r

8. Inspection and Acceptance. Final acceptance is dependent upon completion of all applicable inspection. Should the products or services fail to meet inspection requirements, the agency may exercise all of its rights, including those provided in the UCC. The agency reserves the right to inspect service.

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Revised: 0806-2024

15. INDEPENDENT CDEN

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21. Termination For Convenience. a. If not accepted by written acknowledgment, this PO may be canceled by written or oral notice to vendor prior to shipment of goods or beginning of performance of services.

b. Unless otherwise agreed in writing, in addition to the rights and remedies governing goods in the UCC, the purchasing agent may, when the interests of the purchasing agency so require, terminate this PO in whole or in part for the convenience of the agency or institution. The purchasing agent shall give notice of the termination to vendor specifying the part of the PO terminated and when termination becomes effective. Upon receipt of notice of termination, vendor shall incur no further obligations except to the extent necessary to mitigate costs of performance. In the case of services or specially manufactured goods, the State shall pay reasonable settlement expenses, the PO price or rate for supplies and services delivered and accepted, the reasonable costs of performance on unaccepted supplies and services, and a reasonable profit for that unaccepted work, in accordance with the cost principles promulgated in accordance with CRS 107-101, as amended. In the case of existing goods, the State shall pay reasonable settlement expenses, the PO price for goods delivered and accepted, reasonable costs incurred in preparation for delivery of the undelivered goods, and a reasonable profit for that preparatory work. The amount of the termination liability under this paragraph shall not exceed the amount of the PO price plus a reasonable cost for settlement expenses. Vendor agrees to submit a termination proposal as well as reasonable supporting documentation, cost and pricing data, and a certification as required CRS 24

with the illegal alien within three days of receiving the notice, and (d) shall comply with reasonable requests made in the course of an investigation, undertaken pursuant to CRS § 102(5), by the Colorado Department of Labor and Employment. If Contractor participates in the Department program, Contractor shall deliver to the contracting State agency, institution of higher education or political subdivision a written, notarized affirmation, affirming that Contractor has examined the legal work status of such employee, and comply with the other requirements of the Department program. If Contractor fails to comply with any requirement of this provision or CRS § 817.5-101 et seq., the contracting State agency, institution of higher education or political subdivision may terminate this contract for breach and, if so terminated, Contractor shall be liable for damages.

28. PUBLIC CONTRACTS WITH NATURAL PERSONS. CRS 24-76.5-101. Contractor, if a natural person eighteen (18) years of age or older, hereby swears or affirms under penalty that he or she (i) is a citizen or otherwise lawfully present in the United States pursuant to federal law, (ii) shall comply with the provisions of CRS 24-76.5-101 et seq., and (iii) shall produce one form of identification required by CRS 24-76.5-103 prior to the effective date of this contract.

Street Address

1000 Rim Drive
Durango, CO 81301

Mailing Address

Fort Lewis College
Office of Purchasing/Travel
1000 Rim Drive
Durango, CO 81301

Campus Mailing Address

Office of Purchasing/Travel
174 Education Business Hall

Office of the Controller
140 Berndt Hall