



NCWIT CU Staff Travel Reimbursement Instructions

Introduction

These travel instructions set forth requirements for accomplishing reconciliation and reimbursement for expenses incurred while traveling for NCWIT business purposes.

All NCWIT travelers should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. **NCWIT travelers are expected to neither gain nor lose financially while traveling on NCWIT business.** All travel on behalf of NCWIT shall be completed using the most economical means available, which will satisfactorily accomplish NCWIT business. This includes airfare, hotel/lodging, rental car, and food. Please be sure to schedule your flights and hotels well in advance as possible to secure the best rates. As well, be mindful of ride-hailing versus car rental, and food and beverage purchases. Finally, while being economical is helpful to the organization, being safe is paramount.

All travel to be reimbursed by NCWIT must be made in accordance with the University of Colorado and NCWIT travel policies. There are no exceptions to NCWIT travel policies, so travelers must understand policies prior to incurring expenses and requesting reimbursement:

- University of Colorado (CU) Travel: <https://www.cu.edu/psc/travel/>; Detailed travel procedural statement is located at: <https://www.cu.edu/psc-procedural-statement-travel>
- NCWIT Travel Policy: <https://www.ncwit.org/travelpolicy>
- NCWIT CU Staff Travel Reimbursement Worksheet: <https://www.ncwit.org/custafftravel>

BEFORE TRAVEL

Set up Concur Profile

Prior to requesting travel and the Travel Manager booking your first trip, you must first set up your profile in Concur using the Concur Travel and Expense System.

- To access Concur, log into the campus portal mycuinfo.colorado.edu using your identikey and password. Click on the "CU Resources" tab. On the right-hand side menu, click "Concur Travel & Exp."
 - Working in Concur: <https://www.cu.edu/psc/policies/working-concur-travel-expense-system>
 - Click on the downloadable pdf and follow instructions on how to use and work in Concur.
 - Concur How - to: <https://www.cu.edu/psc/training/booking-travel/completing-your-profile-concur>
- Make sure you have set up the NCWIT Travel Manager, Operations Manager, Assistant Operations Director, and CFO as travel arrangers and an expense report delegate. In Concur, go to the "Profile" tab and update all of your personal information. This will include airfare preferences, frequent flyer or rewards numbers, etc.
 - To identify an individual as a **Travel Arranger**: <https://www.cu.edu/psc/training/booking-travel/identifying-travel-arrangers>



- To identify an individual as an **Expense Delegate**: <https://www.cu.edu/psc/concur-how-identifying-delegates-concur-travel-expense-system>
- Once you have set up your Concur profile in your CU Portal, you can proceed to [set up your Concur Mobile App](#) if you wish to use this during travel.
 1. To register for Concur Mobile, log in to your campus portal and on the CU Resources tab, select **Quick Links, Concur Travel & Expense**.
 2. Select your **Profile** menu in the upper right corner of your screen and click **Profile Settings**. Then, select **Mobile Registration** along the top.
 3. Then, if you wish to use it, download the Concur Mobile app. (*Optional*)
 - One way to do this is through your device's app store.
 - Or you can send an app link to your device – Use the **Download the App** to enter your mobile phone number or email address and click **Send Link**.

Requesting Travel Approval and Booking

All Travelers must have a Travel Request submitted via Wrike – Please follow these [instructions](#) to submit a request from your Wrike account, including information on how to get Wrike. For those without a current Wrike account, please submit a request using this [external request link](#).

Please allow up to 72 hours for a response.

- For CU employees, the NCWIT Travel Manager will get approval and book your flights and car rental.
- After the trip has been booked the trip, the traveler will receive a copy of the itinerary (via e-mail), as well as the supervisor, and the travel arranger.
- The traveler should book own hotel using their CU travel credit card. If they need assistance, please contact the Travel Manager.

DURING TRAVEL

- You may use either your travel card or your personal credit card for most expenses. Rental cars MUST be paid for with a travel card. You will be reimbursed for allowable expenses on your personal card.
- Be aware that if you use your travel card for unallowable expenses, go over the allowable per diem or charge alcohol at meals, *you may end up owing the University and will be required to write a check for those costs.*
 - If you purchase alcohol, consider paying for alcohol on a personal card rather than the travel card. Alcohol purchased on a CU Travel Card will need have the amount plus % tax and tip deducted from the meal amount.
 - First and last days of travel will be paid 75% of the per diem rate. Learn more about per diem rates on the [GSA.gov site](#).



- Collect itemized receipts as you go, and either keep them in a safe place so that you may upload all digitized originals in the Concur Portal, or you can also immediately take a photo of them and load them into Concur via the app. (See the next page for details about the app)
- Do not purchase meals for others, including other travelers on NCWIT business. Each traveler is required to submit their own expenses. Purchasing any meals for others requires advance official function approval.
 - **Note:** while the CU Travel Card does allow Official Functions to be paid for using the travel card, NCWIT policy requires prior approval, and you will receive instructions on how to pay for the event. Funding for the event will likely be paid for via the NCWIT non-profit and therefore DO NOT USE your travel card.

Allowable Expenses

Detailed Information about allowable and unallowable expenses can be found in NCWIT's Travel Policy (www.ncwit.org/travelpolicy), but in general, the following expenses are allowable:

- **Parking** at your hotel and/or home airport
- **Mileage** (@ \$0.60/mi) to and from the airport, e.g., 90 miles from Boulder to DIA round-trip = \$54.00
 - NOTE: Mileage covers cost of gas and normal wear for use of your personal vehicle. You cannot additionally request reimbursement for gas for your personal vehicle.
- **Transportation** between airport and hotel, meetings (e.g., ride-hailing, taxis, trains, or public transportation)
- **Car rental** – NCWIT will reimburse reasonable car rental fees and rental car gas. We do not pay mileage for rental cars. (Rental car reservations will be made in Concur through CU by the Travel Manager.)
- **Meals** while in travel status. NCWIT does not pay a flat per diem and only reimburses for actual meal expenses up to the maximum allowed by federal per diem based on location site. *Original itemized receipts* are required for all meals claimed on your reimbursement request form. Alcohol is NOT reimbursable. *Only one entree per receipt* is allowed, requests with more than one entree or meal will require additional review.
- **Lodging.** Please ensure your hotel receipt shows a ZERO or paid balance to indicate your stay was completed.
- **Airfare,** coach fare only and no seat upgrades allowed. (This will be purchased for you through Concur.)

Original Receipts: All receipts must be *itemized*. To be eligible for reimbursement for expenses you must submit original receipts showing proof of credit card payment and itemized detail of purchases. *Please note that vouchers, credits, or gift cards are not reimbursable forms of payment*

We ask that no alcohol or other non-reimbursable items be included on receipts, but if this happens, you must manually adjust the receipt total to remove the unallowable item, plus a percentage adjustment of tax and tip on those unallowed items. (See example at end of this document.)

The following are examples of charges that are **NOT reimbursable or permitted** on the CU Travel Card:

- Conference Registrations- *Must get prior approval before* submitting travel request and the Ops Team will purchase registration using the CU Procurement Card. *Please submit a purchase request in Wrike.*
- Personal Expenses- Such as dry cleaning, entertainment, toiletries, etc. If needed, please use a personal credit card as they cannot be reimbursed.
- Alcohol (and any tax from alcohol on a shared receipt)

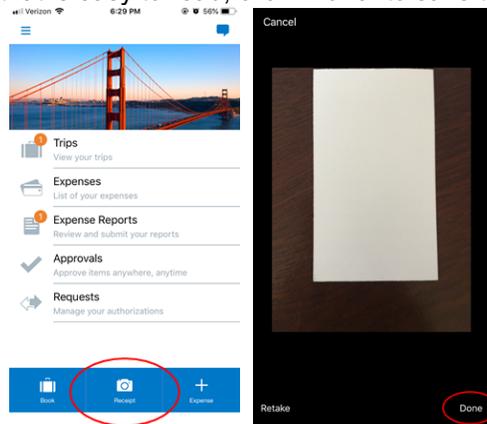
If you use the Concur Mobile App for saving receipts

Step 1: If you have not yet [set up your Concur Mobile app](#), you must do so before you can use it.

Step 2: Once set up, open your Concur App and login.

Step 3: Click the Camera Icon Receipt Button to take a picture of your receipt. (*See screenshots below*)

Step 4. Once you have taken a picture that is easy to read, click “Done” to save the image to your available receipts.



AFTER TRAVEL

How to Submit for Reimbursement

There are **two components** required to complete a reimbursement request:

1. Uploading and attaching receipts to your expenses in **Concur**.
2. Completing and emailing the **NCWIT CU Staff Travel Reimbursement Worksheet**.

1. Concur:

You can choose to upload and attach receipts to expenses either in Concur through the CU portal on a computer, by using the Concur mobile app, or a combination of both. You have options for access. See detailed steps below for both.



Using the CU Concur Portal with a computer:

Step 1. Click on the **Concur Travel & Expense System** tile through your **MyCUinfo** portal.

Look for the Concur icon → 

Step 2. In **Concur**, click on the "Home" tab in top left corner of the page and select "**Expense**" from the drop-down menu.

Step 3. On the **Expense** page, scroll down to the bottom to the "**Available Receipts**" section. Upload all digital receipts for your expenses to this area so they are then available to attach to your expenses. (*Skip this upload step if you have already uploaded them using your Concur Mobile App on your phone.*)

Step 4. After uploading all your receipts, on that same page above the receipts section, you will also see a list of "**Available Expenses**" that were made with your CU Travel card. *Please note, some CU Travel Card purchases take up to 7-10 days to appear in Concur.* If you only used a personal credit card, this area will be empty.

- *For any available expenses, select each one for the trip you are reconciling, by checking the box in front of the expense, and click "**Move To**" (blue button above the list) to add them to the corresponding trip Expense Report already created for you by the Travel Manager. (The expense report will be labeled with the city and dates of your trip/travel and will be listed in the drop-down menu of "**Move To**" options.)*

Step 5. Once all expenses have been moved to the correct Expense Report, scroll up to your "**Report Library**" at the top of the Expense page and select the report by clicking on it (if the system did not take you there automatically).

In the Expense Report itself, you will click on each expense and click "**Add Receipt**" (blue button to the right that you see when you open the individual expense). You will select from the available receipts you uploaded and attach the receipt to this corresponding expense in the report. (*Every expense must have an attached receipt.*)

- **Important note:** If you paid out of pocket (using a personal credit card or cash and NOT a CU Travel Card) you will need to click the "**Add Expense**" blue button in the Expense Report's upper left corner to create the expense manually, attach your receipt (*as outlined above*) and add details for it just as you would an expense listed from a CU Travel Card.
- Within **Add Expense** you will be asked the "**Expense Type**", please select an Expense Type that is approximate to what the expense was for, such as "**Lodging**" for hotels, "**Mileage**" for mileage, "**Transportation**" for Lyft/Uber, rental car, train, bus etc., "**Parking**" for parking and please use "**Group Meals**" for meals. The Travel Manager will go in to adjust and make corrections. (*Do not worry about error messages from Concur.*)

Step 6. With all applicable expenses moved to the corresponding Expense Report, and receipts attached to every expense, you can also add any details or necessary notes to an expense. Again, do not worry about any error messages as the Travel Manager will finish building, adjusting, and completing your Expense Report. (Remember, you **do not** submit your report. Once you add your expenses and receipts, you notify the Travel Manager.)

Step 7. Once you email your CU Staff **Travel Reimbursement Worksheet** to Travel@ncwit.org (see below), this lets the Travel Manager know you have attached receipts and uploaded your expense information in Concur. The worksheet is then used by the Travel Manager to help verify expenses, complete itemization, make necessary adjustments and finish building your Expense Report. The Travel Manager, when finished, will then submit your expense report.



- The Travel Manager will be in touch with any questions as they complete building out your Expense Report in Concur. Please note, some CU Travel Card purchases take up to 7-10 days to appear in Concur.

Using the Concur Mobile App on your phone (if you prefer this option):

- To use the Concur Mobile app, open the app on your phone and log in with your **Concur Username** (this is your Employee ID followed by “@cu.edu”).
- You’ll be taken to the Single Sign On page for your campus. Enter your Username and Password and click **Submit**. **Please Note:** To verify your Concur Username, click on **Profile, Mobile Registration**.
- Click the expense report already created in your library with the name of the current trip.
- Click the plus button to add a new expense & select the expense type (*please see Step 5 above for details on selecting expense types*).
- Click add receipt to take a photo of the receipt, add details about the expense.
- Click save and close.

2. Travel Reimbursement Worksheet:

Step 1. Download the NCWIT CU Staff Travel Reimbursement Worksheet located at: <https://www.ncwit.org/custafftravel>.

Step 2. Fill out the top portion of the Travel Reimbursement Worksheet.

Step 3. Fill out the rest of the Travel Reimbursement Worksheet in detail. Please note that additional comments and information are always welcome to justify and explain expenses. This can lead to a quicker reimbursement process.

- Note dates of travel and list expenses for each category by date. Expenses from Day 1 should be listed first. Use descriptions of expenses and input each amount.
- If you need more room for any category or an expense not included in the categories, there is additional space at the bottom of the worksheet to add these.
- In all cases, please ensure you enter the correct expense amounts so that the designated reviewer can ensure all expenses are accounted for and will be reimbursed. If additional space is needed, please use the bottom of the worksheet.
- Other (tips and incidentals): please provide comments and information about what these expenses are for. If you do not provide a business purpose, this expense will not be reimbursed.
- Email your completed Travel Reimbursement Worksheet to Travel@ncwit.org.

Please note:

- ***In some cases, the staff member may owe the university money for their trip.*** This most often occurs when a traveler uses their CU Travel Card for a personal expense or for a meal that exceeds their per diem allotment. If this occurs, the traveler will need to write a check to the University of Colorado. This involves extra steps and reimbursement delays as the check needs to be taken to the CU bursar’s office for deposit and the payment confirmation receipt attached to the trip expense report. Once this is completed, your reimbursement can proceed.



- Some travelers will receive reimbursement for their trip from an outside source. If this occurs, please have the outside source reimburse you specifically. You would submit for your travel reimbursement, as you normally would for any trip. Then, you will need to write a check to the University of Colorado for the exact same amount that you were reimbursed by the outside source. The check needs to be sent to the NCWIT office.

Payment of Reimbursement Requests

All travel reimbursement payments for staff will be paid via direct deposit.

Questions: Please contact the Travel Manager - Travel@ncwit.org

Example of how to include notes and recalculate totals for tip/tax % on items that are not reimbursable on a receipt.

Zentan Restaurant
1155 14th Street, NW
Washington, DC 20005

126 Adrian A
Tbl 32/1 Chk 4335 Gst 1
Apr 16 '16 08:25PM

Dining In

| | | |
|---------|-------------------|-------|
| Food | 1 Peas & Sorouts | 7.00 |
| Alcohol | 1 G De Fera | 10.00 |
| Food | 1 Spicy Tuna Roll | 9.00 |

Food 16.00
Wine 10.00
Tax 2.60
09:25PM Total 28.60

M & M Plain \$3.75
\$3.00

Card Number XXXXXXXXXXXXX9718
Auth # XXXX VISA
Expire # 0636003503503400
Subtotal \$6.75
CreditCard \$6.75
Change \$0.00

dinner
Food total 16.00
Tax amount on food 1.60
Tip on Food 3.00
Total to be reimbursed 20.60

To calculate total reimbursable for food, when receipt includes alcohol - Circle items to be reimbursed, calculate new total for taxes and tip based on food alone