



NCWIT Travel Policy

Introduction

This Travel Policy sets forth requirements for authorizing NCWIT (National Center for Women & Information Technology) travel, determining travel expenses that can be covered by NCWIT, and accomplishing the reconciliation and reimbursement process. Except as otherwise noted, these requirements apply to all individuals engaged in such travel, whether staff, consultants or non-employees paid through either the University of Colorado or through NCWIT non-profit, traveling on official NCWIT business. Travel expenses paid by NCWIT must be incurred for official NCWIT business.

NCWIT affiliate staff employed by external institutions (e.g. UTX, UVA, UWash) whose travel is paid through external subcontract budgets must follow the rules set forth by their respective institutions.

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 expenses paid through NCWIT must have itemized receipts as supporting documentation. NCWIT has the right to request additional documentation or approvals for an expenditure when, in the opinion of NCWIT, a specific expenditure warrants additional support.

All NCWIT travelers must adhere to University of Colorado travel procedures, regardless of the funding source. However, due to the non-profit nature of NCWIT's business, NCWIT travel policies include additional rules described below in this document.

Important CU Travel Information:

- CU Travel Site: <https://www.cu.edu/psc/travel>
- CU Travel Procedural Statement: <https://www.cu.edu/psc-procedural-statement-travel>
- NCWIT CU Staff Travel Reimbursement Instructions and Travel Reimbursement Worksheet: <https://www.ncwit.org/custafftravel>
- Non-employee Travel Reimbursement Instructions and Travel Reimbursement Worksheet: <https://www.ncwit.org/nonemployeetravel>

1. Responsibility and Enforcement

NCWIT travelers who incur travel expenses are responsible for complying with NCWIT Travel Policy. Travelers must submit expenses in a timely fashion (**30 days** of the completion of the trip/business event. Reimbursement is not eligible after 90 days following the trip/business event.

NCWIT travelers who submit expenses not in compliance with policy risk:

- Reimbursement delay,



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- Partial reimbursement, or
- Forfeited reimbursement
- Travel suspension
- Taxable income if expense reports are completed more than 90 days late (CU Employees Only)
- Travel Card Cancellation (CU employees only)

NCWIT maintains records of all NCWIT travel, including policy violations. Travel policy violations will be reported to the traveler's supervisor and may result in disciplinary action up to and including travel suspension or termination.

BEFORE TRAVEL

2. Travel Approval and Trip Agendas

All NCWIT Business Travel (for Staff, Consultants and Non-employees) **must have prior approval** from Terry Hogan or her designated proxy:

- This applies to all NCWIT-related business travel, whether funded by NCWIT or through an outside entity.
- There are no exceptions to this rule.
- Trip authorization must follow the authorization process.
- Forwarded emails (even if they came from Terry) do not count as authorization.

All Travelers must have a Travel Request submitted via Wrike – Please follow these [instructions](#) to submit a request from a 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](#).

Request must include details regarding planned travel days and a business reason for each day of a trip. ("Business reason" must fully explain the NCWIT business occurring on each day.)

- Please allow up to 72 hours for a response.
- For CU employees, the NCWIT Travel Manager will request approval on your behalf and book flights and car rental.
- For Consultants, non-employees, or affiliate staff at other institutions, the NCWIT Travel Manager will request approval on your behalf and communicate approval status via Wrike. Consultants and Non-employees may book their travel after receiving approval.

NCWIT staff and consultants may submit a travel request for themselves or on behalf of someone else. The requestor is the person who will receive updates or questions regarding a trip. Requestors may check the status of their request in Wrike at any time.

3. Approval for Itinerary Changes

Changes to an approved itinerary (including flight changes), must have approval from Terry Hogan or her designated proxy. There are no exceptions to this rule. All itinerary changes must explain the reason for the change and specify if the change is due to business or personal reasons.



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Please consider business obligations as well as any responsibilities to colleagues when requesting trip changes.

If changes are due to an emergency during a business trip, a request for change approval must still be submitted as soon as possible upon the completion of a trip.

Please be aware that itinerary changes often lead to additional charges and require extra staff time to process an expense report. Unapproved itinerary changes may result in a travel policy violation and/or delayed, partial, or forfeited reimbursement.

To submit a Change Request for a previously approved trip, follow these [instructions](#) to submit a comment on the original trip request in Wrike.

4. International Travel

CU Employees:

International travel requires mandatory CU pre-approval for ALL international trips via Concur's Request module, in addition to NCWIT's pre-approval policy in section 2. This applies to all international travel whether funded by NCWIT or an outside entity. Please allow at least two weeks to receive CU authorization before booking travel. Please also be aware that international travel includes travel to US territories (such as Puerto Rico).

5. Travel Status

The IRS defines "travel status" as traveling away from home when the duties of a job or profession require an individual to be away from the general area of the individual's tax home, the city or general area where the individual's main place of business is located, for a period of time substantially longer than an ordinary work day, and an individual needs to get sleep or rest to meet the demands of work while away. The individual is not traveling unless they are more than 35 miles away from where they normally reside and work every day.

DURING TRAVEL

6. Allowable Expenses

- **Per diem and meals** while in travel status. Although CU policy allows reimbursement based on per diem rates, NCWIT uses an "actual cost method" to calculate reimbursement. NCWIT only reimburses actual meal expenses up to the maximum per diem allowed by federal per diem based on location site. The following rules apply:
 - **Itemized Receipts:** All meals claimed must be clearly documented with itemized receipts. Final credit card settlement receipts are not sufficient documentation to claim reimbursement.
 - **Multiple Guests:** Meal receipts must show one guest and one entree per receipt. Travelers



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are not to purchase meals for anyone else, without prior official function approval. If the receipt has multiple meals, another person's charges, or alcohol, the charges must be subtracted and the tax and tip on food alone must be correctly calculated before submitting the receipt for reimbursement.

- **Room Service:** Room services charges require an itemized receipt. *The charge on a hotel bill is not sufficient.* Room service charges generally receive special scrutiny, as service fees tend to be expensive. Please use discretion when ordering room service. For example, if a traveler is preparing for an important meeting or NCWIT presentation and does not have time to go eat, room service is acceptable. If one arrived at a hotel room very late and does not feel safe going out in a dark, strange place, room service is acceptable.
- **Alcohol** (and tax): Alcohol is **NOT** reimbursable.
- **Incidentals and Cash Tips:** Record all tips and incidentals separately and clearly explain the business purpose for each expense. A reimbursement request for an unexplained "Incidentals" charge is not acceptable and is not reimbursable.
- **Meals While in Travel Status:** Please be aware that travel status ends when the return flight lands. Meals at restaurants on the way home, or meals picked up at a grocery store on the way home are not reimbursable. Likewise, when the traveler departs, they may not stop at a local restaurant for breakfast on the way to the airport. However, breakfast at the airport is a reimbursable expense.
- **Travel must be a minimum** of 12 hours to be eligible for per diem, and still requires advance approval if no airfare is needed.
- **Parking** at hotel(s) and/or home airport
 - NCWIT covers the cost of garage parking at airports and hotels, and safety should be the primary concern when choosing where to park.
- **Mileage** to and from the airport, e.g., 90 mi Boulder to Denver International Airport round-trip = \$54.00
 - *Mileage rate fluctuates*, as of 1/1/2024 the rate is \$0.60/mi. Current mileage rate can be found on CU's travel website at : <https://www.cu.edu/psc-procedural-statement-travel>.
 - Mileage covers cost of gas and normal wear on an individual's personal vehicle. One cannot request reimbursement for gas for your personal vehicle.
 - Mileage will be calculated based on the difference between an individual's normal commute and the actual miles driven based on CU policy located at <https://www.cu.edu/psc/calculating-reimbursable-miles-0>
 - Example: A Traveler's normal commute is 12 miles, but drives 45 miles to the airport. The traveler is eligible for reimbursement of 33 miles.
 - If driving is being chosen instead of flying, the traveler must take a comparison screenshot of a comparable airfare for the travel at least 2 weeks before travel begins. The total mileage reimbursement amount allowed will not exceed the comparison airfare amount.
- **Transportation** between airport and hotel, and meetings e.g., taxis, rideshare, trains, or public transportation.
- **Car rental** – we will reimburse reasonable car rental fees and rental car gas.
 - NCWIT does not pay mileage for rental cars.
 - NCWIT assumes no liability for rental cars.
 - **CU Employees:** NCWIT CU Employees are required to place rental car reservations through Concur/Travel Manager. An exact pick-up location is required for this reservation. CU Employees must also use their CU travel card (if they have one) to



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secure rental cars for insurance purposes. Cars rented through personal credit cards are not covered by CU's credit card insurance or office of risk management. Please consult the [CU Travel Procedural Statement](#) for further information.

- **Non-Employees and Consultants:** Consultants must provide appropriate liability and physical damage insurance via their own automobile insurance policy or by the companies that they represent, or by purchasing the insurance from the rental car agency.
- **Lodging** - Please make sure hotel receipts show a ZERO or paid balance. *Please note that vouchers, company credits, or gift cards are not reimbursable forms of payment.*
 - NCWIT will reimburse lodging rates above the standard federal rates, but travelers should book rooms that are average and reasonable in their travel destination.
 - Travelers who arrange private lodging (staying with friends/family) can be reimbursed up to \$25/night for a host gift (no alcohol), or a meal purchased as a thank you to hosts. NCWIT requires an itemized receipt for these expenses.
- **Airfare** - coach fare only. *Upgrades and early bird fees are not reimbursable.*
 - CU staff are required to have airfare purchased through Christopherson Business Travel. Booking airfare directly on the internet is not allowable and may not be reimbursed.
 - Consultants and non-employees should make sure receipts show the itinerary, cost, date of purchase, and method of payment.

7. Unallowable Expenses

The following expenses are not allowable:

- Airline club memberships
- Airline upgrades of any kind
- Business class or first class for flights
- Room upgrades
- Childcare, babysitting, house-sitting, or pet-sitting/kennel charges
- Commuting between home and primary work location
- Costs incurred by traveler's failure to cancel travel or hotel reservations in a timely fashion
- Clothing expenses
- Personal grooming expenses
- Laundry and dry cleaning
- Personal entertainment expenses, including: in-flight movies, headsets, health club facilities, magazines, books, hotel pay-per-view movies, in-theater movies, social activities and related incidental costs
- Travel accident insurance premiums or purchase of additional travel insurance
- Alcohol
- Parking tickets
- Other expenses not directly related to the business travel



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8. Weekend Travel

Weekend business charges are reviewed on a case-by-case review to determine if they are in the best interest of NCWIT and if the traveler had no recourse but to sustain them.

9. Business Travel Combined with Vacation or Personal Leave

Vacation and business trips generally don't mix but may be acceptable so long as one errs on the side of covering one's personal costs in "gray" situations. Example: A car has been rented for a week-long trip from Monday to Saturday. The traveler has business on Monday, Tuesday, and one meeting on Wednesday from 9-10 AM. After 10 AM, the traveler is starting vacation. The rental car for Wednesday should be paid personally, since it was used a majority of the day for personal reasons, even though there was a short business purpose on Wednesday.

In some instances, one may schedule a vacation and then later add a work meeting because they will be in the area already. One meeting on a pre-declared vacation day does not make it a workday, and if it is a pre-declared vacation day, it is not acceptable to request reimbursement for expenses as the vacation was the primary reason for travel and would have taken place regardless of the meeting.

In some instances, one may extend a business trip for vacation. When this happens the traveler is required to submit a comparison airfare quote that documents the costs of the business-only fare versus the business + vacation fare. The comparison quote can be a screenshot that shows the date of the screenshot and includes similar flight times for a reasonable comparison. If the extended trip results in a higher airfare cost, the person will reimburse the University of Colorado for the fare difference or will only be reimbursed for the business-only fare amount.

AFTER TRAVEL

10. Reimbursement Requests

Any reimbursement request must include:

1. an NCWIT-provided Travel Reimbursement Worksheet used to track/itemize all travel expenses, and
2. individual digital copies of all travel expense receipts.

CU employees use the Staff Travel Expense Worksheet: <https://www.ncwit.org/custafftravel>. (The instructions and detailed protocol for CU staff are also found there)

NCWIT consultants and non-employees use the Non-Employee Travel Expense Worksheet: <https://www.ncwit.org/nonemployeetravel>. (The instructions and detailed protocol for *consultants* are also found there)

Each travel day should be listed on the Travel Reimbursement Worksheet and must clearly show the location where the expenses were incurred.



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NCWIT prefers digital travel expense receipts. Each receipt should be scanned or photographed, clearly legible, and labeled appropriately (per instructions) for easy processing. (If digital receipts are not possible, please contact the Travel Manager.)

CU employees should send the completed Travel Reimbursement Worksheet to Travel@ncwit.org after attaching all receipts to corresponding expenses in Concur. The Travel Manager is available to help as needed to answer questions. Once the employee completes their expenses and receipts in Concur, the Travel Manager will verify, complete, and submit the expense report.

NCWIT consultants and non-employees should submit completed reimbursement requests to Travel@ncwit.org. All reimbursement requests must be **submitted within 30 days** of the completed trip. Reimbursement requests submitted more than 90 days after a trip will not be reimbursed.

11. Questions?

Additional instructions for completing reimbursement requests can be found here:
<https://sites.google.com/a/ncwit.org/ncwit-staff-site/documents>

Please contact the NCWIT Travel Manager with questions at Travel@ncwit.org.