

## TRAVEL REIMBURSEMENT

**IMPORTANT CONTACTS:** Please add your corresponding admin as a delegate in Concur:

1. *Tonya Lacy* [TONYA.LACY@CUANSCHUTZ.EDU](mailto:TONYA.LACY@CUANSCHUTZ.EDU) – Interventional Cardiology, Electrophysiology, ACHD
2. *Matraca Coleman* [MATRACA.COLEMAN@CUANSCHUTZ.EDU](mailto:MATRACA.COLEMAN@CUANSCHUTZ.EDU)– General Cardiology/Heart Failure/Basic Research

**ALL** division expense reports and travel requests should be submitted via “SpeedType” with the approver listed as the Divisional Financial Administrator, Kelley Brodsky. Please note that when using personal funds to pay for conference registration or other related expenses, you will not be reimbursed until after the conference “trip” has concluded.

The screenshot shows a web form for submitting a SpeedType report. On the left, there is a dropdown menu for 'Routing/Reimbursement SpeedType' with the selected option '(61017067) 61017067 - Med-Cardiology - 10-20169-18748'. Below it is an 'Alternate Contact Employee' field. On the right, there is a 'Submit Report to' dropdown menu with 'None Selected' chosen. Below this is a list of HR Supervisors, with 'SpeedType (Finance Fiscal Roles)' highlighted in a red box. Other options in the list include 'None Selected' and 'HR Supervisor (HCM Reports To)'.

**TRAVEL:** Flights to conferences should ONLY be booked via Concur. You will need a SpeedType number. Please contact your corresponding delegate to assist with flights, if needed. When traveling, you should use your credit card for the following and submit receipts for reimbursement after your trip:

### Examples of expenses to be reimbursed:

- Lodging deposits and stays (room & tax only) - must show a method of payment and zero balance due. Recommend to book directly with the hotel and not 3<sup>rd</sup> party travel sites.
- Tolls
- Airport Parking
- Food - Per diem rates are based on individual state law, no receipts need to be submitted. See rates [here](#).
- Ground transportation: Reimbursable ground transportation includes personal vehicles, public transit, or ride-sharing services. You will only be reimbursed for the following:
  - Travel to/from airport
  - Travel to/from your hotel
  - Travel to/from the conference location (if separate from your hotel)

You will not be reimbursed for:

- Personal expenses
- Flight reservations purchased outside of Concur or Christopherson Business Travel (CBT)
- Rental Cars

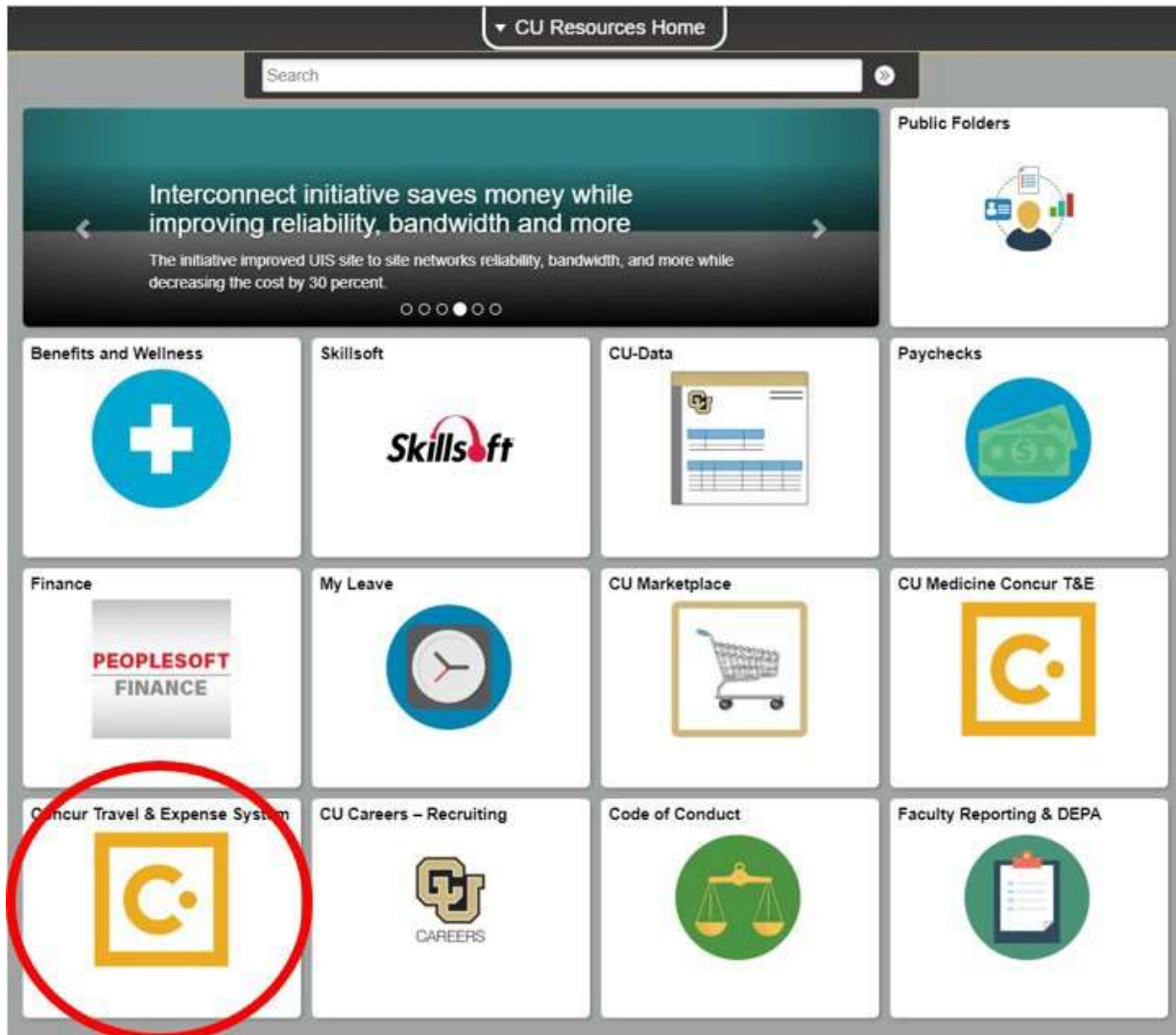
**When reconciling expenses from conference attendance via Concur, please submit the following items:**

- Conference agenda/schedule
- Itemized Hotel bill with a zero-balance
- Receipts for ground transportation, parking, car rental, rideshares, etc.
- Meals that were not provided by the meeting (example: breakfast, lunch, dinner)
- SpeedType to be used to allocate expenses

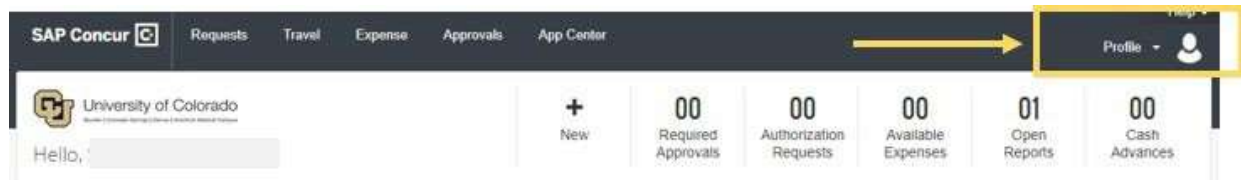
**OFFICIAL FUNCTIONS:** An official function is defined as a meeting, meal, or other function that is hosted by an organizational unit, attended by guests and/or associates or employees, and held for official university business: e.g. dinner for grand rounds guests or faculty recruit.

**UNIVERSITY OF COLORADO TRAVEL POLICY:** <https://www.cu.edu/psc-procedural-statement-travel>

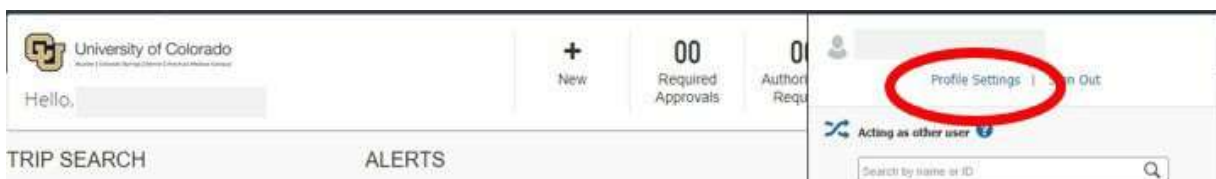
1. Log into my.cu.edu
2. Go to UCDAccess
3. Select Concur Travel & Expense System:



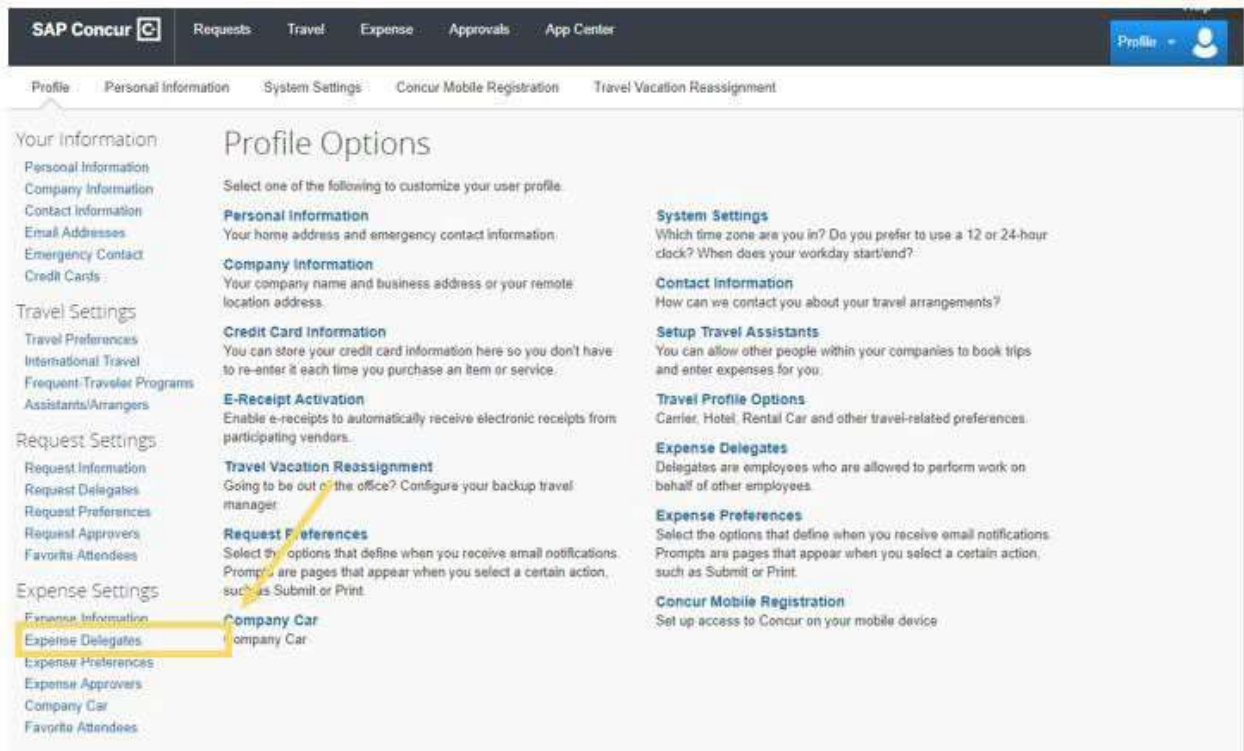
4. In the upper right-hand corner of Concur click on the Profile dropdown menu:



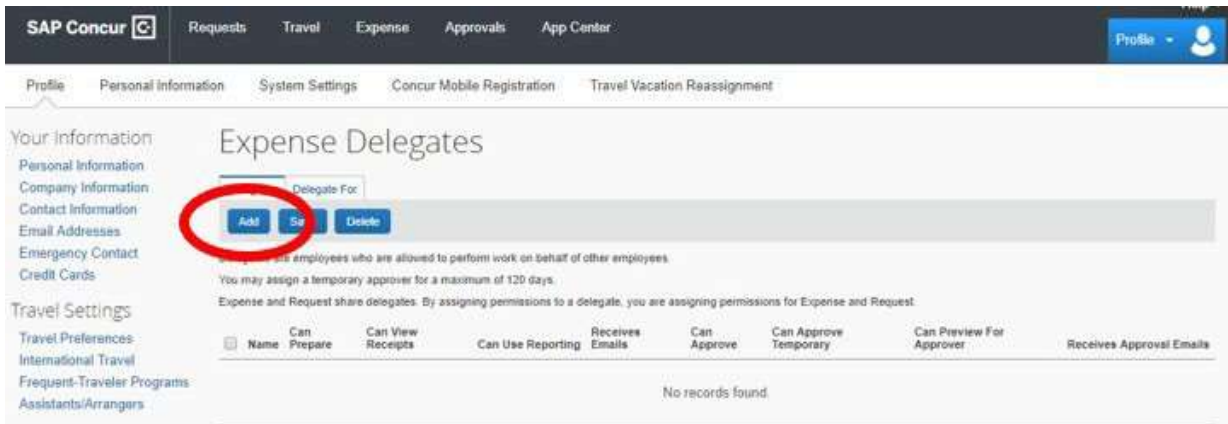
5. Select Profile Settings:



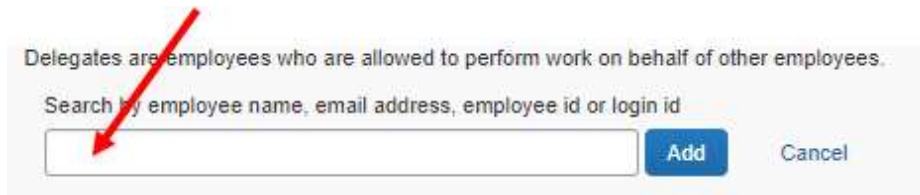
6. Toward the bottom of the left-hand column, select Expense Delegates:



7. On the screen that loads for Expense delegates, select the blue Add button:



8. Begin typing the email dress of the delegate you would like to assign into the fillable field, and select from the dropdown menu that appears:





9. When the expense delegate line appears, be sure to check the relevant boxes illustrated below:

Expense Delegates

Delegates | Delegate For

Add Save Delete

Delegates are employees who are allowed to perform work on behalf of other employees.  
You may assign a temporary approver for a maximum of 120 days.  
Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.

Name	Can Prepare	Can View Receipts	Can Use Reporting	Receives Emails	Can Approve	Can Approve Temporary	Can Preview For Approver	Receives Approval Emails
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10. When the appropriate permissions are selected, make sure to click Save:

Expense Delegates

Delegates | Delegate For

Add Save Delete

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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>