

PROCUREMENT & TRAVEL REFERENCE GUIDE

PROCUREMENT CARD	REIMBURSEMENTS
<p>Here are some of the most important items to remember:</p> <ul style="list-style-type: none"> • Receipt/proof of payment are required for all purchases • All receipts must be itemized • Tips cannot exceed 20% of the actual cost • All card transactions must be tax exempt • Can be used for conference registrations • All purchases must have valid business purposes • All transactions must be reconciled monthly to avoid point violations. (If applicable, cardholders are responsible for sending all documentation to their delegates in a timely manner.) • Gift cards must be purchased with a Procurement Card. All Gift Card purchases must be pre-approved and a signed, approved Gift Card Authorization Form is required. 	<p>Here are some of the most important items to remember:</p> <ul style="list-style-type: none"> • You may submit a purchase request using the SEHD Procurement Request Form. Grant, CPE, and ASPIRE personnel contact your fiscal staff. • If you decide to purchase other items yourself, you may submit receipts for reimbursement to your fiscal staff. • All technology purchases must be approved by the SEHD Tech Team. • Receipt/proof of payment are required for all reimbursements • All receipts must be itemized • All purchases must have valid business purposes • Submit receipts in a timely manner • Conference registration expenses will be reimbursed until after the conference. • Conference agendas are required for all conference related expenses • Daily commutes must be deducted from mileage reimbursements • Tips cannot exceed 20% of the actual cost
OFFICIAL FUNCTIONS	TRAVEL
<ul style="list-style-type: none"> • For academic programs and PD fund catering requests, submit a request using the SEHD Purchase Request Form. • An official function form must be completed and approved for <u>ALL</u> food purchases regardless of the total amount. Requests made using the SEHD Purchase Request Form are an exception. • University funds cannot be used for staff or faculty only meetings/events. • For all functions, include the following information: <ul style="list-style-type: none"> • Type of official function: (Training Function, Student Function or Other Function) <ul style="list-style-type: none"> o Training Function (enhance staff knowledge or to educate employees or other individuals) o Student Function (development, recognition, recruitment, etc.) • Agenda (If you don't have an agenda or if you cannot create one, please note that on the report comment section) • Itemized receipt and proof of payment • List of Attendees (sign-up sheet/rsvp list works) <ul style="list-style-type: none"> o If more than 10 attendees, provide a breakdown of the attendees. Ex. 12 students, 2 faculty, 4 staff o If there are 10 attendees or less, provide each attendee's name and the relationship to the University or company they work for. Ex. Sam Smith (CU Denver Faculty), Jon Jackson (Denver Public Schools Rep.) • Event date/time/location in the comment section or attach flyer to the expense 	<p>Pre-Travel</p> <ul style="list-style-type: none"> • Please ensure you have enough funds prior to all trips. For grant funded travel, make sure the trip is justifiable. • For international travel, you must submit a request through Concur for approval prior to booking. • Use Concur Travel to book domestic travel. Use Christopherson Business Travel (CBT) to book international travel. • Additional rules apply if you book airfare outside of Concur or CBT, or if you decide to drive to the destination. Please contact your fiscal staff for further details. • You can make hotel and rental car reservations in Concur using a Travel Card or personal funds. <p>While in Travel</p> <ul style="list-style-type: none"> • Travelers must keep itemized receipts. • Use your Travel Card or personal funds to pay for lodging, transportation and other travel related expenses. <ul style="list-style-type: none"> o Do <u>NOT</u> use your travel card for personal expenses. • Meals will be reimbursed at the per diem rate. <p>Post-Travel</p> <ul style="list-style-type: none"> • Detailed itineraries and conference agendas are required so that approvers can verify meals, arrivals and departures. • Reconciliation of trip expenses must occur within 90 days of the end of the trip.

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