Biochemistry and Molecular Genetics Travel Processes, November 2014

(Travel must be done using the most economical means possible)

1. Prior to traveling - Submit the Prior Approval for Travel with required information by going to this link, this is to make sure you have allowable funds to cover your travel!!

http://www.ucdenver.edu/academics/colleges/medicalschool/departments/biochemistry/travel/Pages/form.aspx

If you want to drive rather than fly you MUST contact us for details prior to traveling.

2. Book airfare through CONCUR, Christopherson Business Travel. If it is International you MUST call them and book by phone and give them a ST, do not put airfare on your travel card.

3. At DIA you have the choice of University contracted parking:
https://www.cusys.edu/psc/payables/diaparking.htm The reimbursement for parking for University travel is up to $9.00/day if you chose another lot.

4. Travel and save receipts for hotel, rental car and any other reimbursable expenses, do not put meals on your travel card. Use your travel card only for expenses that are University travel expenses listed below, do not use it for travel that you are being reimbursed for from another institution or conference, or you will need to repay the University for these expenses. Do not put any hotel or any travel-related charges on a procurement card with the exception of the conference registration fees.

Suggestions for $$ savings, use shuttles not cabs, combine travel with other lab members for cabs and rooms sharing.

<table>
<thead>
<tr>
<th>Travel Card Allowable Charges on the Travel Card:</th>
<th>Items that must be booked through the Concur system before you travel:</th>
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<tbody>
<tr>
<td>• Hotel Room Charges/Room Deposits/Internet Access</td>
<td>• Airfare</td>
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<tr>
<td>• Transportation Costs (rental car payment, cabs, shuttles, rail/bus passes, gas for rental car only).</td>
<td>• Rental Cars</td>
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<tr>
<td>• Parking costs at DIA—only up to $12/day (economy lot)</td>
<td>Other important info:</td>
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<tr>
<td>• Baggage check fees, extra leg room (only)</td>
<td>• Entertainment items (includes purchase of books/magazines, gym use fees, movie rentals, skiing, etc.)</td>
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5. Upon return, submit the following to karen.vockrodt@ucdenver.edu
• Flight Itinerary
• Conference Schedule
• Receipts for hotel, rental car and any expenses over $25.00 (parking, cabs, shuttles)
• Cover sheet of what you are requesting to be reimbursed for

6. Karen prepares the expense report with per diems for meals already calculated along with any mileage requested, CONCUR has a mileage calculator. (You will be reimbursed for meals during the conference that are not included in the conference, and some per diems on travel days).
7. Expense report is submitted to you and you in turn review it and submit it to Sue Brozowski, if you submit your expense report to Mark Johnston it will go into a black hole and you will never ever, ever, ever be reimbursed.