



TRAVEL GUIDELINES

CIRES Travel Office
University of Colorado
CIRES 216 UCB
Boulder, CO 80309

travel@cires.colorado.edu

303-492-1143 (phone)

303-492-1149 (fax)

Street address for UPS/FedEx

CIRES Travel

1665 Central Campus Mall

University of Colorado Boulder

Boulder, CO 80309

FLIGHT ARRANGEMENTS

There are two options for flight arrangements:

1. After filling out **the Non-Employee Travel Request**, contact Christopherson Business Travel (CBT) (**information below**) and request a quote for airfare. Email the quote and the travel request to CIRES Travel (travel@cires.colorado.edu). Once travel is approved by CIRES, contact CBT again to ticket your flights.
2. You also have the option to purchase your own plane ticket and claim reimbursement after the trip. Email your flight itinerary and the **Non-Employee Travel Request** to CIRES Travel (travel@cires.colorado.edu). Note: you should send the itinerary to CIRES Travel before purchasing the flights to be sure the itinerary is acceptable and can be reimbursed. Once your travel is approved by CIRES, purchase your tickets.

NOTE: CIRES must abide by the Fly America Act, which requires the use of a U.S. air carrier for all flights.

TRAVEL REIMBURSEMENT PROCEDURES

After travel, fill out the **Non-Employee Reimbursement form** and send to the CIRES Travel Office along with original or scanned receipts. Receipts are required for any purchase over \$25.00 (except meals). Lodging receipts should show a \$0 balance and include form of payment, with the last 4 digits of credit card information shown. Alternatively, a lodging receipt can be turned in with a bank account statement proving payment.

IMPORTANT THINGS TO KNOW

1. Receipts for meals are not required.
2. Per Diem – The per diem rates are based on the U.S. federal per diem allowance by location. (Per diem on travel days is 75% of the daily rate.) CIRES Travel Liaisons will note the per diem rate on the travel approval email.

3. The per diem allowance is meant to cover more than just meals, including incidental expenses and fees.
4. You can find information regarding Foreign Currency Exchange Rates at:
<http://www.oanda.com/currency/converter/>
5. This is the site recommended by CIRES Travel for calculating basic exchange rates. Note: If you have a bank statement showing the actual charges in your local currency you will be reimbursed based on this. Foreign transaction fees are not reimbursed under state travel rules. The meal per diem is intended to be generous enough to cover what is termed “incidentals.”

If you would like your reimbursement sent via wire transfer rather than by mail, please provide the following banking information with your Non-Employee Reimbursement form:

Routing Number
Bank Name
Bank Address
Beneficiary Account Name
Beneficiary Account Number (BNF)
International SWIFT code:

RULES REGARDING FOREIGN NATIONALS and CANADIAN CITIZENS

In addition to the **Non-Employee Reimbursement form** and any original receipts, foreign nationals and Canadian citizens will need to provide the following to claim reimbursement:

1. I-94 cards*
2. Copy of passport photo page and passport entry stamp (**IMPORTANT**: entry stamp must show business status, B1 or WB).
3. Completed, signed W8-BEN.

*The I-94 form is free and often provided by a travel agent or the airline but also may be picked up and completed on arrival at the U.S. port of entry. However, some countries (including Canada) are part of the Visa Waiver Program and we see, more and more, that travelers from Visa Waiver countries are no longer being given I-94s. So, in these situations, we will accept a copy of the entry stamp showing immigration status upon entry to the U.S. in lieu of the I-94 (must be either a WB or B1 stamp to show business status).

CHRISTOPHERSON BUSINESS TRAVEL – CONTACT INFORMATION:

- Phone: 303-694-8744
- Email: cutravel@cbtravel.com
- Emergency After Hours: 1-800-787-2390 (must reference service code AI79)
- International Emergency After Hours: 1-818-575-4313 (collect call using service code AI79)