



University of Colorado

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BOARD OF REGENTS

2. REGENTS OF THE UNIVERSITY

Policy 2.H: Regent Out-of-State Travel Policy

The ~~Board of Regents~~ Board of Regents recognizes that the interests of the University of Colorado are served when regents attend certain out-of-state events ~~or functions~~ in their official capacities, which are set on the board calendar as approved by the chair and vice chair of the board. This policy does not apply to such travel.

In furtherance of university interests, a regent may want to attend an out-of-state event that is not on the board calendar. To ensure that such travel ~~occurs only for~~ is appropriate ~~purposes~~, the ~~Board of Regents~~ board establishes the following procedures:

2.H.1 Any regent may submit a request to travel out-of-state for University of Colorado related purposes to the chair of the ~~Board of Regents~~ board, or, if the person seeking authorization to travel is the chair of the ~~Board of Regents~~ board, to the vice chair of the ~~Board of Regents~~ board. The request must be in writing and contain the following information:

- (A) The identity of the regent who is seeking travel approval
- (B) A description of the ~~event or function~~ event for which the regent seeks approval to travel
- (C) The dates of the ~~event or function~~ event
- (D) A description of the anticipated costs of the ~~event or function~~ event, including airfare or mileage, hotel accommodations, registration fees, meals, and, to the extent known, other incidental expenses
- (E) The purpose of the travel, including a description of how the regent's attendance furthers the University of Colorado's interests

2.H.2 The chair of the ~~Board of Regents~~ board, or the vice chair, shall review any regent requests for travel and determine whether to approve the request. In making such a determination, the chair of the ~~Board of Regents~~ board, or the vice chair, must determine that the requested travel is in the best interests of the University of Colorado and does not confer a benefit solely upon the regent who seeks approval. The chair of the ~~Board of Regents~~ board, or the vice chair, may also consider the following factors in determining whether to approve the request:

- (A) The anticipated value of the regent's attendance at the ~~event or function~~ event to the University of Colorado
- (B) The reasonableness of the cost of the regent's attendance at the ~~event or function~~ event in relation to the approved travel budget for the Board of Regents
- (C) Travel requests by other regents and the desire to ensure that regents have equal fair opportunities to represent the ~~Board of Regents~~ board through travel

2.H.3 The chair of the ~~Board of Regents~~board, or the vice chair, shall notify the regent who submitted the request to travel of the disposition of the request. ~~In the event that~~If the ~~c~~Chair of the ~~Board of Regents~~board approves the travel request, it shall serve as authorization for the ~~University of Colorado~~university to fund or reimburse the regent for travel related expenses. All such travel shall be conducted according to applicable ~~University of Colorado~~university policies.

History:

- Approved: April 29, 2014. Former Regent Policy H (Authority of the Board Chair) was rescinded October 30, 2003.
- Revised: April 5, 2018.
- Last Reviewed: April 5, 2018.
- Non-substantive Changes: April 2024.