

Mileage Reimbursement Rate Increased

Effective June 1, 2006, the State of Colorado has increased the allowable mileage reimbursement rates for business travel.

If you need to use a personal vehicle for University business, your reimbursable miles can now be calculated at a rate of **\$0.33/mile**. If four-wheel-drive use is required for purposes of the business trip, your reimbursable miles can now be calculated at a rate of **\$0.36/mile**.

Please note the following points about mileage reimbursements:

- If your TV spans the **months of May and June 2006**, you will need to use the old rates for your reimbursable miles traveled on or before May 31.
- The **Travel Voucher (TV) form** will be revised shortly to indicate the new base rate (33 cents). The new version of the TV will be dated 06/2006 in the upper left corner of the form. In the meantime, however, you can modify the mileage reimbursement rate that has been built into the current TV (dated 09/2005). After entering the number of reimbursable miles in the DISTANCE column, simply change the default in the RATE column.
- **Reimbursable mileage** is still calculated as the number of miles you had to drive for business purposes in excess of your usual round trip commute. (For additional information and examples of how to calculate reimbursable mileage, see www.cusys.edu/psc/payable/travel/downloads/ReimbursableMileage.pdf.)
- An individual organizational unit has the **option to be more restrictive** and may choose to authorize a lesser reimbursement rate for business-related mileage. (In this case, you must document the situation on the TV form itself, so that the intent to pay a reduced rate is clear.)

Questions about the new rates? Please contact the Help Desk at 303.315.2846.

Airline Update: Hurry On Board

If your University business trip involves airline travel, please note that most carriers place new emphasis on abiding by stated check-in times.

Travelers: this means that your late arrival at an airport may translate to being bumped from your scheduled flight. Further, if you miss a flight due to late check-in, you may be liable for additional ticket costs. We encourage you to verify, and follow, your individual airline check-in requirements.

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New State Fiscal Rules Take Effect July 1

New State of Colorado Fiscal Rules on Travel take effect on July 1, 2006. Look for...

- **New maximum meal reimbursement (per diem) amounts.** You can check out the current limits – as well as the next year's amounts – by going to the PSC web site at www.cu.edu/psc. Click on *Payable Services, Travel* and then – in the upper right corner – click on *Meal (Per Diem) Rates*. For CONUS travel (travel in the contiguous 48 states and District of Columbia), the rates now range from a base of \$39 to a high of \$64, depending on destination.
- **Personal phone calls during international trips.** When traveling on CU business, you can be reimbursed for the actual cost of one personal call (limit \$2) each day. Effective July 1, this dollar amount continues to apply to *domestic* trips (for calls originating and ending in the continental U.S.); on *international* trips (for calls originating overseas and ending in the U.S.) the dollar amount per day is increased to \$20.

Travel Know & Tell

Before you choose to order room service and charge it to your hotel room, please verify that the hotel will provide itemized receipts for the meal. This is not possible at all establishments.

If you cannot supply the required itemized receipts and proof of payment, you will not be able to request more than meal receipt threshold amount for that location. (*Exception: international travelers can submit the International Meal Diary form in place of itemized receipts.*)

Travel Quick Reference Guide Being Updated

The handy Quick Reference Guide to University Travel is being updated to reflect the information included in this newsletter and the impact of changing State Fiscal Rules.

Look for the **July 2006** version of the Guide on the web, later this week: go to www.cu.edu/psc - click on Policies.

Traveling at Fiscal Year End

Will you be traveling on University business during the month of June? If you answered *Yes*, here are some things you should know about Fiscal Year End for 2006:

To have a travel warrant issued within FY06, be sure to get your signed completed TV and all required documentation to the PSC by end of day, Thursday, June 22.

To ensure that FY06 trip expenses are accrued to the correct fiscal year, please ensure that the signed completed TV packet is in the PSC by end of day, Wednesday, July 5.

