Published on *University of Colorado* (https://www.cu.edu)



# Guest Travelers and Lodging [1]

September 16, 2025 by Staff [2]

When a department hosts a guest traveling to the university and lodging expenses are expected, it is important to work with the hotel you have selected to ensure the room is charged separately from any room service charges/incidentals. The department can provide a CU Travel Card, not an employee's personal credit card, to cover room charges only. At the time of check-in, the traveler should provide their own personal card to cover any incidentals, such as room service or on-site charges for food and beverages. This will ensure that food and alcohol costs are not included in the lodging folio paid directly by the university. Even when extending per diem reimbursement to the traveling visitor, meals should not be charged to the room for direct payment. They would instead be covered by the subsequent reimbursement of per diem rates, just as they are for traveling employees.

For more information, please refer to the Meals and Meal Reimbursement section [3] of the Travel Policy.

**Send email when Published:**
Yes

**Source URL:**https://www.cu.edu/blog/psc-communicator/guest-travelers-and-lodging

**Links**
[1] https://www.cu.edu/blog/psc-communicator/guest-travelers-and-lodging [2] https://www.cu.edu/blog/psc-communicator/author/69272
[3] https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.cu.edu%2Fpsc-procedural-statement-travel%23meals&data=05%7C02%7CJessica.Tharp%40cu.edu%7C7bb2b796ca184cdf1cac08ddf4a4260d%7C