

30 Days before Travel...

CPVA Travel Authorization Steps

***All overnight and international travel (funded or not) requires a pre-approved Travel Authorization Form approved by the School Director and the Dean. International travel also requires pre-approval from the Provost. **All CPVA travelers** are required to use the Wells Fargo, UNC Visa card for UNC funded travel.

Travel Authorization forms must be submitted **at least 30 days in advance** of your travel. Any travel taken before approved will not be considered for funding.

1. If you are seeking university funding for your travel, estimate all of your travel expenses. Be sure to add a cushion to your estimates in case rates increase for items like airfare. If you are not seeking funding proceed to steps 2-5.
2. From the Accounts Payable website, <http://www.unco.edu/acctservices/acctpay/>, click *Travel*, and then click the *Travel Authorization Form* link.
NOTE: If working on a Macintosh computer, please access the online Travel Authorization Form using Firefox rather than Safari or any other internet option. The calculations feature doesn't work properly in Safari or other browsers.
3. Fill out the Travel Authorization Form on your computer adding in all the expenses you researched in step 1. For all international travel a short explanation is needed as to how the travel is essential to scholarly development.
4. Save an electronic copy of your completed Travel Authorization Form and e-mail this to your School Administrative Assistant.
5. Print the Travel Authorization Form, sign it, attach a copy of supporting documentation, and submit to your School Administrative Assistant. Whenever applicable please attach "at a glance" or other information indicating meals that are to be provided by the conference.
6. If you are seeking funding from the Office of Sponsored Programs or Provost complete and sign the required forms and include with your Travel Authorization Form.
(<http://www.unco.edu/osp/forms.htm>)
NOTE: Before completing an application, please read all the guidelines.

Your travel is funded, now what?

CPVA Funded Travel Process (for the traveler)

Once notified of your travel funding (program, OSP, other) an electronic Travel Authorization Form and attachments will be processed by the School Administrative Assistant and routed to the CPVA Dean's Office. The CPVA Dean's Office will route all forms to Purchasing Office (as well as Provost's Office if international travel). Fully funded trips are rare so you should anticipate needing to use personal forms of payment as well as your UNC Visa Card.

1. The Purchasing Office will load your UNC Visa card with approved funding. The Purchasing Office will notify you when your UNC Visa card is loaded. Upon notification you may begin making reservations for your pre-approved trip.
NOTE: The \$36 a day Meal/Incidental Per Diem is deducted from all university approved funding first. The remaining funds may be applied to all other appropriate travel expenses.
2. One week prior to your travel the Purchasing Office will deposit your meal per diem and incidentals total into your bank account. Notification will be e-mailed when the per diem is deposited.
3. You must keep all receipts for the expenses paid on your UNC Visa Travel Card. If you are missing a receipt you will be responsible for contacting the merchant to obtain one.
4. Immediately upon completion of your travel, log in to Wells Fargo online and pull up your current UNC Visa Card statement. (<https://wellsoffice.wellsfargo.com/portal/signon/index.jsp>)
UNC Visa Card charges have to be reallocated each month. If you have charges **you are required** to submit your statement and receipts as soon as possible. There is no longer a 60 day grace period for submission of travel related receipts.
5. Access your current UNC Visa Card statement, confirm charges are all correct, and make sure you have all corresponding receipts. Add expense descriptions and click SAVE. Please do not touch the Statement Reviewed button or any other buttons.
6. Print out your UNC Travel Card statement. Sign your printed card statement and turn it in, along with the original receipts, to your School Administrative Assistant who will reallocate the charges on your travel card to the appropriate university account(s). **The reallocation window is tight so please submit your statement and receipts as soon as possible.
7. If it is appropriate to request mileage for your travel contact your School Administrative Assistant who will process the reimbursement paperwork. ** Mileage is the only expense to be awarded after the travel date.

Any pre-approved funds not utilized by a traveler for a specific trip will go back to the university and be considered for funding other travel as applicable. Remaining funds cannot be applied to a future trip.