

CPVA TRAVEL

The College of Performing and Visual Arts encourages participation in off-campus professional activities by assisting in a limited way with travel expenses. At the same time, the employee must expect to share in this expense. Full remuneration for professional travel is highly unlikely, especially for meetings at great distances from the campus.

Priorities for Approval of Request for Reimbursement for Travel

The following four categories of priorities are to be considered by School Directors in recommending requests for travel funds to the Dean. Travel requests not falling in these categories will be given limited consideration.

First Priority. The employee will represent the College on assignment by the Dean, read an original paper or report on research, serve as an officer of a professional organization and contribute in a major way to the program, or contribute in another major way to the program of a professional organization.

Second Priority. The employee will serve on a panel of a professional program, or participate in regional or national committee planning sessions.

Third Priority. The employee will chair a paper reading or other session of a professional organization or attend a state committee planning session.

Fourth Priority. The employee will attend a professional meeting; no participation.

Employees of the College must have advance approval for all official travel, as provided through the Travel Authorization procedures.

Travel Reimbursements submitted upon completion of approved travel must be original receipts (not machine copies) of expenditures for lodging, transportation, and other major costs for which receipts are feasible. The Reimbursement will not be honored unless the receipts are attached. The vouchers must be approved by the CPVA Business Manager among those who endorsed the CPVA Travel Authorization. A copy of the approved CPVA Travel Authorization form must be included along with a **completed** University Travel Expense Sheet (TATE) signed by the traveler and supervisor (CPVA Business Manager will fill in FOAP Numbers and get the signature of the Dean). Please note when turning in receipts for reimbursement, tape them onto an 8 1/2 by 11 sheet of paper and staple to your TATE.

The employee on official business is advised to show actual expenses for each trip, regardless of amount. The College can reimburse only that portion approved and permitted by State law, but the difference can be important in private tax computations. An official record of the difference is of mutual advantage to employee and College.

Advance Payments. Advance payment can only happen if you use a US Bank Card for your airfare. Registration can be paid in advance with a P-Card.

In-Town (Greeley) Meals. The College of Performing and Visual Arts cannot reimburse employees or pay vendor invoices for employees' meals obtained within a thirty-mile perimeter of UNCO. This includes regular meals, but not special coffees, picnics, and similar events.

Off-Campus Trips with Students. Faculty members wishing to take students off campus must have the permission of their director. The University is not liable when students drive their own vehicles for College-authorized business, such as field trips. If a student drives a University vehicle, insurance coverage does not include personal injury protections or medical coverage. Please see the policies and procedures for use of University vehicles on the UNCO web site under Facilities Management.