

Travel Reimbursement Procedures

Revised 2.7.2024

All Extended Campus faculty and staff employees who travel on official university business are responsible for following travel regulations as specified in the University's travel policies and procedures pages: [UNC Travel Policies and Procedures](#) in addition to the instructions outlined below.

The required approvals will vary depending on the location and time of travel:

- Same Day In-State Travel – No OnBase Travel Authorization (TA) Forms are required; however, an internal travel pre-approval process is required.
- Overnight, Out-of-State, and International Travel – A TA must be submitted through OnBase. Instructions to access the online form can be found here: [OnBase Travel Authorization Guide](#)

Mileage

Employees who live over 50 miles from the off-site business event are eligible for mileage reimbursement (round trip). Mileage requests may be submitted monthly or at the end of the semester and will be calculated as outlined below:

For reimbursable miles driven beginning January 1, 2024, the standard reimbursement rate is \$0.60/mile. **Please note mileage rates are subject to change.** The most recent mileage rate can be found on The Travel Reimbursement Form located in the [UNC Purchasing Department Website](#).

Faculty Teaching Extended Campus Courses

- The Extended Campus Office will complete a blanket travel authorization for faculty traveling to teach a course multiple times during the semester and live over 50 miles from the site scheduled to teach.
- Faculty are responsible for turning in the mileage reimbursement form (found at the UNC Purchasing Department Website link above) to ext.campusaccounting@unco.edu after the conclusion of their class in order to receive any applicable mileage or per diem. Extended Campus will process the form and submit it for payment.
- **Full Time Faculty** mileage reimbursements will be calculated from the UNC Greeley Campus to their travel destination. However, if your home address is closer to the travel destination than the UNC Campus, your home address will be used to calculate the mileage. The total number of miles from UNC's Greeley Campus to our Lowry Campus is 63.5 miles one-way.
- **Temporary Adjunct Faculty** mileage reimbursements will be calculated from their home to their travel destination.

Google maps or www.mapquest.com will be used to determine actual mileage and use it as supporting documentation for your travel.

Student Teacher Observations, Program Coordination, & Other

Non-instructional mileage will be approved and paid at the discretion of Extended Campus. An agreement must be made between Extended Campus and the program department or coordinator prior to mileage being requested. The responsible program coordinator or unit leader must submit a list including the expected program schedule for the traveler at the beginning of the semester. Once

this process has been completed, the traveler may follow the steps below to submit a mileage reimbursement request:

1. Complete the travel mileage log: (<https://extended.unco.edu/docs/faculty/travel-mileage-log.xlsx>). To avoid reimbursement delays, please ensure to include all requested details:
 - a. Travel Dates
 - b. Business Purpose
 - c. Program Name
 - d. Course Name/Number (if applicable)
 - e. From/To Locations – If other locations are used, **please include the name and address of the destination.**
 - f. Supervisor's Approval
1. Submit it via e-mail to ext.campusaccounting@unco.edu. Extended Campus will process your mileage reimbursement in the system and notify you once this process has been completed.

Per Diem

Per Diem cost to cover meal and incidental expenses can be claimed only for travel longer than 24 hours and with overnight lodging. Employees may claim the applicable per diem rate for each full day of travel, not including the first day of travel or the last day of travel. Per diem is paid at the rate outlined on the [GSA Website](#).

Lodging

Hotel accommodations will be only provided for out-of-state travel and if the employee lives over 50 miles from the assigned destination. Faculty must be teaching for two or more consecutive days to be eligible for hotel accommodation.

Hotel accommodations will be made at the following hotels as applicable unless there are no vacancies available.

DoubleTree by Hilton Denver

Denver, CO 80207
(303) 321-3333

Holiday Inn Express & Suites Loveland

6092 E Crossroads Blvd.
Loveland, CO 80538
(970)-663-0057

Hotel reservation confirmations will be e-mailed to the employee. Please do not change your reservations prior to contacting us. If any changes to the reservation made are needed, send an e-mail to ext.campusaccounting@unco.edu for assistance as soon as possible or within at least 48 hours prior to your reservation so that we can update or cancel your reservation.