

Extended Campus

**Travel Procedures**

Revised 12/14/2021

**Mileage Reimbursement**

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It is the faculty member's responsibility to fill out the travel reimbursement form (which can be found on the Purchasing website <https://www.unco.edu/purchasing/forms/>) and submit to the Extended Campus accounting specialist. This can be done monthly or after the class is over, and the accounting specialist will add any applicable per diem before submitting the reimbursement for payment.

**Travel Reimbursement Eligibility**

- **UNC Faculty:** Mileage will be calculated from the UNC Campus to your 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. Only mileage over 50 miles from your starting location to your travel destination will be reimbursed.
- **Adjunct Faculty:** Mileage will be calculated from your home to your travel destination. Only mileage over 50 miles from your home to your destination will be reimbursed, and the maximum mileage reimbursement (one way) cannot exceed the mileage from the UNC Campus to the travel destination.

**Common Mileage Reimbursements**

Greeley Campus to Lowry Campus = 60 miles one-way

\*For all other locations [www.mapquest.com](http://www.mapquest.com) will be used to determine actual mileage.

\*\*The personal vehicle mileage reimbursement is currently \$.52 per mile.

**Hotel Accommodations**

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Hotel accommodations will be provided if you live over 50 miles from the site you are scheduled to teach at and you are teaching for two or more consecutive days. Hotel reservations will be emailed to you along with your travel expense sheet. Please do not change these reservations. If you have a schedule change and need your hotel changed, please contact the Extended Campus accounting specialist. Hotel accommodations in the Denver area will be made at the following hotel unless there are no vacancies (an alternate hotel will be on the hotel memo):

Doubletree Hotel  
3201 Quebec Street  
Denver, CO 80207  
(303) 321-3333

**Meal Reimbursement**

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Meals will NOT be reimbursed for one-day travel. A traveler may claim up to the applicable meal per diem and incidental per diem rate for each full day of travel, not including the first day of travel or the last day of travel. Expenses on the first and last day of travel may be claimed by the traveler based on 75% of the per diem rate.

The rates are: \$37.50 first and last day, \$50 per full day (this includes incidentals) – No receipts required