Grants Travel Procedures –
Travel Authorization and Reimbursement Requirements

To ensure compliance with grant and CSCU travel requirements, please review and follow the procedures below for **all grant related travel**, including **in-person travel, virtual conferences, and webinars**. Please remember that this is a business trip, not personal travel, so no special arrangements should be made.

1. Travel Authorization (Required Before Any Travel)

- A **Travel Authorization (TA) must be completed in Concur at least three (3) weeks prior** to the event.
- **No travel expenses may be incurred or paid** until the TA has been **fully approved by the Travel Office**.
- Expenses that do not follow these procedures may become **your personal responsibility and will not be reimbursed**.
- If you need assistance with Concur, or to ensure that the appropriate back up is attached in concur, the **Travel Office** is available to help.

2. Required Supporting Documentation

All Travel Authorizations must include the following documentation:

Event Documentation

- Registration fee schedule
- Conference agenda/schedule
  - If no formal registration exists, provide an email from the organizers confirming the meetings or event details.
- Printout indicating if there are any meals being provided by the conference.

Lodging

- A listing of the conference hotels from the conference website
- Copy of your hotel booking
  - Nightly room rates and tax amount should be provided.
- Lodging limits:

    - **Federal and federal pass-through grants:** GSA rate for the travel location
    - **Non-federal grants:** Conference hotel block rate (if applicable)
    - **For Research Travel:** GSA rate for the travel location
- GSA Per Diem rates can be found here: https://www.gsa.gov/travel/plan-book/per-diem-rates
- Hotel reservations should be made through:
    - The conference website, or
    - Marriott, Hilton, IHG, and Hyatt websites
        - Select **"Military/Government"** rates and search using **"State Government"** or **"US Government."**
- Travelers should make every effort to obtain the lowest-cost lodging possible.
- Reimbursement for hotel accommodation applies solely to the night before and the night after the conference. Should you stay before or after the conference, this will become a personal expense and not be reimbursed.
- If the **conference hotel is fully booked**, please provide printed confirmation from the conference website indicating that all rooms are unavailable. Reimbursement for your hotel will be limited to the nightly conference rate. In the absence of such proof, reimbursement will be capped at the GSA rate applicable to the location.
- Travelers must not base Hotel selection on:
    - Hotel preference
    - Hotel loyalty programs or hotel reward programs.
- Travelers are normally not entitled to lodging when traveling distance is less than seventy-five (75) miles one way. Exceptions to this policy will be at the discretion of the appropriate senior manager (Vice President/Chief or above) after reviewing and approving the justification provided by the traveler. (Use Policy Exception Request Form).

Transportation Estimates

- **Airfare:** Screenshot from www.kayak.com
    - Use the "Best Rate" listed at the top of the Kayak page for airfare costs.
- **Combining personal time with conference travel:** Your screenshot from www.kayak.com should only show the day prior and the day following the conference. You will only be reimbursed at the "Best Rate" unless the extended trip results in net savings to Central.
- **Ground transportation:** Screenshot from www.rome2rio.com
- **Automobile Insurance** (required for mileage reimbursement)
    - Insurance declarations page (policy page only — **not** the insurance ID card)

3. Airfare Guidelines

- **Do not purchase airfare** until the Travel Office has approved your TA.
- Employees must select the **lowest available commercial coach-class fare** on a regularly scheduled commercial carrier. This amount should be near the "Best Rate" shown on Kayak.
  - Clicking Kayak links lets you book flights directly on the airline's website—no need to visit the airline sites separately.
- Travelers must not base airfare selection on:
  - Airline preference
  - Aircraft type
  - Connecting airports
  - Frequent flyer points
- Non-stop flights may not be selected if a lower reasonable fare requires a connection.
- **Non-reimbursable airfare expenses include**, but are not limited to:
  - Flight insurance
  - Seat upgrades
  - Early-bird check-in
  - Paid or preferred seating
- **For medical accommodation**: you should have medical documentation on file in Human Resources.

Baggage Fees

- Traveler will be reimbursed for one (1) piece of checked baggage each way.
  - If a traveler is not charged for the first piece of checked baggage, the State will not allow reimbursement for additional pieces unless an appropriate business purpose is provided.
- Excess weight charges will not be reimbursed.
- Receipts are required for any baggage fees.

4. After Travel Authorization Approval

- Once the Travel Office has approved your TA:
- Please notify the Grants Office if you would like to use the **Grants Travel P-Card** for:
  - Airfare or Rail fare
  - Conference registration fees

- Be sure to select **"CCSU P-Card-Grant"** as the payment type in Concur if you used the Grants P-card or Select **"CCSU P-Card"** if you used your departmental credit card.

  Important:

  Hotel expenses must be paid by you upfront and may be reimbursed later through your Concur travel expense report.

5. Travel Policy Reference

For complete travel requirements, please refer to the **current CSCU Travel Manual**.

If you have questions or need assistance at any stage of the process, please reach out to the **Travel Office**.