
Travel Training



**COLORADO
WILDLIFE COUNCIL**



ALL EXPENDITURED BY STATE AGENCIES SHALL MEET THE FOLLOWING:

- Are for official State business purposes only
 - Expenditures must be authorized by the appropriation and have the required approvals
 - Are reasonable and necessary under the circumstances
 - Prices or rates are fair and reasonable
 - Amount is within the available unencumbered balance or is within the balance encumbered specifically for the expenditure.
 - Are in compliance with the applicable statutes, executive orders, rules, and policies
-



TRAVEL CAN ONLY BE REIMBURSED IF:

- Travel is for CWC business
 - Travel requirements are met
 - Completed using the most economical means available, which will satisfactorily accomplish CWC business
 - Approved by the Approving Authority (CWC Program Assistant)
 - Expenses are reasonable under the circumstances
 - Traveler submits adequate documentation for reimbursement within 60 days from the first date of travel.
 - Boards and Commissions = 90 days
-

TRAVELERS RESPONSIBILITIES:

A Traveler is responsible for controlling expenses at a reasonable level, ensuring that the State receives adequate value for the expenses, and minimizing risk to the State. A Traveler shall identify expenses incurred for the benefit of the state while traveling away from home and request a purchase, advance, or reimbursement for only those expenses.

APPROVING AUTHORITY RESPONSIBILITIES:

The Approving Authority shall review the expenses claimed by a Traveler and authorize a purchase, advance, or reimbursement for only those expenses incurred for State Business. The Approving Authority may require documentation in addition to the documentation prescribed by DNR Travel Policy, deemed necessary or advisable by the Approving Authority in connection with the review and authorization of expenses.

MILAGE REIMBURSEMENT

- Mileage is reimbursed at a predetermined rate set by the Office of the State Controller and is updated each Fiscal Year.
 - Current 2025-2026 Milage Rate= (\$0.63)
- All mileage must be recorded on a Travel Reimbursement Form.



MEAL REIMBURSEMENT

- Note: As of 7/1/23, no same-day meals are allowed (ie, travel that does not qualify for an overnight stay and includes an overnight stay).
- If criteria are met for travel overnight, and the traveler stays overnight, the following table shows which meals the traveler can claim per diem and what criteria must be met.

Meal	Criteria	Can Claim Per Diem
Breakfast	Traveler leaves at 5 am or earlier	Yes
Lunch	Traveler leaves before 11 am or returns after 1 pm	Yes
Dinner	Traveler returns at or after 8 pm	Yes

OTHER CONSIDERATIONS FOR MEALS

- If a meal is provided by the conference or the hotel, then the traveler is not allowed to claim per diem for that meal unless for allergy/medical reasons or religious reasons.
- Tips and other costs of the meal are included in the Per Diem rate. Individuals cannot be reimbursed for more than the Per Diem rate.



TIMING OF REIMBURSEMENT

- All traveler expense reimbursement requests must be submitted within 60 days of the beginning date of the travel.
 - Board and Commission member should submit their expense reimbursement requests within 90 days.
-

REQUIRED DOCUMENTATION

- **RECEIPTS ARE REQUIRED** for all expenses except meal per diem and parking at a meter.

However, receipts for meals are required for board and commission members. Receipts must be original, detailed vendor receipts rather than general charge card transaction slips.

- **ADDITIONAL DOCUMENTATION MAY BE REQUIRED** upon receipt and review of the completed Travel reimbursement form in order to approve the expenses.

- **CHANGES MAY BE MADE** that either increase or decrease the amount reimbursed in order to comply with the Travel Policies of the Department and State Fiscal Rules. In cases where changes are made, the employee will be notified of the amount and reason for the change.
-

SUMMARY OF REIMBURSABLE EXPENSES

Expense Type	Reimbursement	Receipt Required?
Milage	State reimbursement rate	No
Meals	Per Diem Rate	Yes
Incidental Expenses	Per Diem Rate	Yes
Parking	Actual	Yes
Lodging	Actual	Yes
Airfare	Actual	Yes
Rental Cars	Actual	Yes
Registrations	Actual	Yes

NON-ALLOWABLE TRAVEL EXPENSES

- Alcoholic beverages or recreational and medicinal marijuana
- Entertainment expenses
- Meals for travel in a single day
- Personal expenses incurred during travel that are primarily for the benefit of the Traveler and not directly related to state business
- Political expenses
- Traffic fines and parking tickets
- If you are not sure, text or call the CWC Program Assistant!



OTHER TRAVEL/EXPENSE UPDATES

- If a purchase can be premeditated, please have the CWC Program Assistant pay for it
 - This can also include hotel arrangements
- Purchases made for the State are tax-exempt; use the tax-exempt waiver for these purchases
- CWC Pre-Event Participation Travel Form - Fill this out prior to CWC-related travel
 - Not needed for scheduled CWC meetings



T H A N K Y O U !
