

# State Travel Management Program Rules

Adopted 10/01/07

## Statement of Basis, Purpose and Authority

The purpose of these rules is to require that all travel for official State of Colorado business be expensed with the state Travel Payment Program. Statutory authority exists in Colorado Revised Statutes, 24-30-202, 24-50.3-104 and 24-102-101

*[note that the above statement is not part of the rules themselves]*

**20.00 Program Description:** The State Travel Management Program coordinates and oversees official State of Colorado domestic and foreign government travel by State employees in order to achieve fiscal accountability and significant financial savings to the State.

### **20.10 Definitions:**

- .01 "State Travel Management Program"** means the Program established pursuant to statutory authority of the Executive Director.
- .02 "Travel Compliance Designee (TCD)"** means an employee designated by the executive director in each department or the chief executive officer of each institution of higher education to implement and enforce the rules established by the Program.
- .03 "Travel Payment Program Provider"** means the commercial travel vendor that furnishes the travel payment program to the State.
- .04 "Travel Payment Program"** refers to one or more of the following three forms of payment with the Travel Payment Program Provider:
  - (a) "CTS" refers to the centrally billed airfare accounts;
  - (b) "Central Travel Card" refers to the centrally billed corporate liability cards; and

- (c) “**Individual Card**” refers to the individual liability cards in which the traveler bears the responsibility for payment.
  
- .05 “**Commercial Travel Vendor**” refers to a commercial entity engaging in the provision of travel-related services.
  
- .06 “**State Agency**” refers to any department, board, bureau, commission, institution, or other agency of the state, including institutions of higher education.
  
- .07 “**State Employee**” refers to the employees of any state agency.

#### **20.15 Responsibility and Applicability :**

- .01 **Responsibility**: It is the responsibility of executive directors of the principal departments to ensure their department’s compliance with these rules. This responsibility extends to the chief executive officer of each institution of higher education.
  
- .02 **Applicability**: These rules apply to the individual travel of all officers, employees, board or commission members in the executive departments of state government, including the institutions of higher education, unless otherwise provided by law, and may apply to elected officials, and board or commission members at the discretion of the State agency or institution of higher education they serve, unless otherwise provided by law.

#### **20.20 Responsibilities**

- .01 **The Program shall:**
  - (a) Work with the State Purchasing Office to establish travel related price agreements, which may include airfare, lodging, vehicle rental and travel agencies.
  
  - (b) Establish a Travel Payment Program that provides a variety of payment options for travel-related purchases including cash advances.
  
  - (c) Monitor travel patterns and practices to identify cost-

saving opportunities.

- (d) Disseminate Program information to state agencies and institutions of higher education on a timely basis.
- (e) Monitor statewide compliance with travel-related rules and statutes.
- (f) Report noncompliance to the appropriate executive directors or chief executive officers or their delegee.
- (g) Provide guidance to state agencies regarding State business travel.

**.02 Department Executive Directors and Chief Executive Officers of Institutions of Higher Education:** In order to ensure compliance with these rules and to facilitate communication, the executive director of every principal department or the chief executive officer of every institution of higher education shall:

- (a) Designate a TCD and notify the Program of any changes to this assignment.
- (b) Enforce compliance with the Program rules by pursuing appropriate personnel action up to and including termination.

**.03 Travel Compliance Designee:** In order to ensure compliance with these rules and to facilitate communication, the travel compliance designee of every principal department and institution of higher education shall:

- (a) Serve as liaison to his or her state agency and make available to employees of that agency lists of approved commercial travel vendors and other materials supplied by the Program.
- (b) Implement the rules of the Program in his or her State agency.

- (c) Disseminate Travel Program information and policy to employees on a timely basis.
- (d) Monitor compliance of travel related rules and statutes within their agency or institution of higher education.
- (e) Submit travel-related reports as required by the Program.
- (f) Maintain current documentation of signed cardholder agreements.
- (g) Provide guidance to the exception of purchasing travel insurance when deemed to be in the best interest of the State.
- (h) Report issues of noncompliance as appropriate to their appointing authority and executive director or chief executive officer.
- (j) Submit completed Out of State Travel Authorization Form to the Office of the Governor's travel designee in advance for travel to any location within Washington DC, or to a meeting with any federal government agency or department in the greater metropolitan Washington DC area. The Executive Director of the Colorado Commission on Higher Education will develop his or her own travel policy consistent with this.

**.04 State Employees On State Business Travel:** State employees on state business travel shall:

- (a) Use Travel Payment Program for all airfare, rental car and lodging charges.
- (b) Comply with all travel related rules including, but not limited to, fiscal, procurement and Program rules.

- (c) Pay any money owed to the state Travel Payment Program Provider according to the terms and conditions agreed to by the state employee in the Travel Payment Program Provider cardholder agreement.
  
- (c) Sign and comply with the appropriate State Travel Card Holder Agreement.

## **20.25 Travel Payment Program:**

- .01 Travel Payment Program:** This program consists of three different forms of payment for use of travel procurement: CTS accounts, Central Travel cards and Individual cards.
  
- .02 Use of the Travel Payment Program:** The state Travel Payment Program shall be used for in-state, out-of-state and international business travel for all airfare, lodging, and vehicle rentals.
  
- .03 Purpose of the Travel Payment Program:** It is the intent of the State that the Travel Payment Program be used by State employees and officials solely to charge purchases of goods and services necessary for, or incidental to, travel for State business purposes. The card may not be used for personal expenses except as provided below.
  
- .04 Issuing Authority:** Upon approval from supervisor and authorization by the TCD, a travel card may be issued to state employees, state board members or state commissioners for official government travel.
  
- .05 Liability of Cardholder:** The individual cardholder shall be liable for all charges made to his or her travel card as provided in the Cardholder Agreement.
  
- .06 Cash Advances:** The program has established a default of “no cash advance” for any central travel or individual cards. It is up to each State agency or institution of higher education to determine if the cash advance option is to be implemented to meet the needs of a traveler (e.g. international travel). Travel advances shall be obtained by using the state travel card whenever possible. Under no circumstances shall a travel advance be requested from the State in excess of the

statutory limit set by CRS 24-30-202 (20.1). Cash advances will not be allowed on the Central Travel Card.

- .07 **Personal Use**: Personal charges made in conjunction with official state travel that cannot, for practical reasons, be charged separately are not in violation of the “no personal use” rule; however, the State will not reimburse the cardholder for any such incidental personal charges

**20.30 Extenuating Circumstances**: State agencies may deviate from these rules when, in their best judgment, extenuating circumstances exist which preclude use of the Travel Payment Program, as in the case of emergency situations threatening the public health, welfare or safety, or where an unforeseen travel itinerary change requires additional expenditures by employees not having a state travel card. The TCD will report the circumstances in the report of noncompliance otherwise required by these rules. In all cases, the Program is available for consultation, advice, and assistance.