



Travel Guide

This is intended to assist travelers of the Walter Scott Jr. College of Engineering with travel processes. Follow these steps to ensure a smooth and efficient process.

Pre-Trip Request and Accommodations

Step 1: Supervisor Confirmation

1. Confirm your travel plans with your supervisor.

Step 2: TEM Form

2. Non-employees must fill out a [Traveler Profile Form](#) and email it to ebo@engr.colostate.edu.

Step 3: Complete Pre-Trip Request

3. Visit the Engineering Business Office (EBO) [website](#) and use your Engineering login credentials to submit a Pre-Trip Request.
 - o Individuals without login credentials should [contact EBO](#) for a PDF version of the request.
 - o If you are traveling within the state of Colorado *and* airfare is not required, skip this step.
 - o Confirmation is not required to move onto step 4.

Step 4: Book Travel Accommodations

4. Identify the most cost-effective options for your travel.
5. To book airfare, contact one of CSU's approved [travel agencies](#) to request booking of your airfare. Ask the travel agent to send your itinerary to ebo@engr.colostate.edu.
 - o The EBO will book your flight by providing a CSU account and T# to the agent.
 - o The agent will provide your finalized itinerary via email.
6. Personally arrange lodging, transportation, parking, etc. These expenses will be reimbursed after your trip. If you need payment assistance, contact ebo@engr.colostate.edu for options.

Step 5: Safe travels!

Save your receipts! Itemized receipts must be provided to claim reimbursement.

Post-Trip Reimbursement Request

Step 1: Compile Expenses and Receipts

1. Organize your itemized receipts, ensuring each indicates **proof of payment** (and \$0 balance due).

Step 2: Complete Post-Trip Request

2. Visit the EBO [website](#) and use your Engineering login credentials to submit a Post-Trip Request.
 - o Individuals without login credentials should [contact EBO](#) for a PDF version of the request.
3. Enter your final expenses on the form.
4. Upload an itemized receipt for each expense entered.
5. Provide a CSU account number to charge. Include the subaccount if applicable.
 - o If charging multiple accounts, indicate the percentage that should be charged to each.

Step 3: Approval Process

6. You will receive an email confirmation when your request has been processed by EBO.
7. Your reimbursement will be reviewed and approved contingent on satisfactory documentation (e.g., justification, receipts). If additional information is required, you will be contacted via email.
8. Once approved, employees will receive reimbursement via direct deposit and students/non-employees will receive a check mailed to the address provided on the Traveler Profile Form (see TEM form step).

Per IRS regulation, all employee reimbursements must be approved by the employee in the Quali Financial System within 60 days of the end date. If approval is not completed within 60 days, the reimbursement will be considered taxable as income.

For questions, or circumstances not listed, please visit engr.colostate.edu/operations/ebo/travel/ or contact ebo@engr.colostate.edu