

13.1 TRAVEL

Travel Request and Authorization forms (TAs) are available on the CSM Travel website located at http://www.is.mines.edu/CO/CSM_Docs/travel%20advance.pdf

The TA form must be completed for all travel on CSM business, regardless of whether or not CSM funds are to be expended. Individuals traveling on CSM business may not be covered by CSM's insurance if a TA form has not been processed. Travelers are not required to submit TA's for trips less than 50 miles from CSM.

The TA, with the proper account code and signatures, should be initiated by the traveler in order for it to arrive in the Travel office a minimum of one week prior to the date of departure. A detailed purpose and justification must be shown on the TA. The form must be signed by the traveler, the department head, and the fund manager for the fund(s) listed.

The Provost or his/her designee must approve TAs for department head travel, all international travel, and any requests for Provost/Academic Affairs funds. Such TAs must be typed or printed legibly and include all pertinent information, including the purpose of the travel. Submit all TAs that have been approved by the traveler and their Department Head to the travel office for review. The travel office will then route the TA for any additional approvals

When a traveler completes their trip, a Travel Expense Report (TE) (located online at http://www.is.mines.edu/CO/CSM_Docs/teform.doc) must be completed whether CSM funds are used or the trip was at no cost to CSM. The TE requires the same signature and approval process as the TA. Travel expense sheets that require the signature of the Provost should be typed or printed legibly.

For additional information, please contact the Travel Office at (303)273-3274