



COLORADO

**Health Care & Economic Security
Staff Development Center**

ELIGIBILITY SITE TRAVEL REIMBURSEMENT GUIDELINES

Please review the following important information regarding your travel reimbursement from the Staff Development Center (SDC). If you (or the traveler) travel 60 miles or more from your eligibility site to the SDC or training location, the SDC will reimburse your eligibility site for the travel. The SDC **must** receive the SDC Travel Reimbursement Packet **within 14 calendar days after the event** (training, etc.).

The SDC cannot pay directly to the person. Please go through your normal eligibility reimbursement process for the expenses you may personally incur.

Pre-Approval

The SDC goal is to make sure Eligibility Site end users can access the required training needed for the Center's end-users. In order to ensure Eligibility Site end users can access the appropriate training, the SDC will reimburse Eligibility Sites for participants travel. Please complete the Eligibility Site Reimbursement Request form on Train Colorado (<https://traincolorado.com/>) under the Contact Us drop-down menu.

Lodging

- a. When making hotel reservations, please refer to the GSA (General Service Administration) per diem website, (<https://www.gsa.gov/travel/plan-book/per-diem-rates>), for lodging nightly rates for the traveled area, if applicable.
 - i. Request the Government or State of Colorado Room Rate; which is a discounted rate lower than the average amount.
 - ii. Use the tax-exempt status. The SDC does not reimburse Colorado State taxes.



COLORADO

Health Care & Economic Security Staff Development Center

- iii. SDC can reimburse an eligibility site for each individual traveler to have their own room for each night. Follow your eligibility site's policy. SDC does not require room sharing.
- iv. If your eligibility site has any questions booking the hotel, please contact the SDC. The contact information is on the last page.

Once travel is complete, please obtain a hotel receipt showing the nightly rate and no Colorado State taxes paid. Submit this to the SDC along with your Travel Reimbursement Packet. Please refer to Post Travel Checklist section on page 3 on the process to submit your SDC Travel Reimbursement packet.

Incidental

- a. A \$5 incidental per day may be claimed when the trip includes an overnight stay. Receipt is not required for incidentals.

Meals

- a. Please refer to the GSA (General Service Administration) per diem website (<https://www.gsa.gov/travel/plan-book/per-diem-rates>) for a per meal breakdown for the reimbursement rates for the traveled area. Meal receipts are not required.
 - i. Reimbursement rate should correspond with the city in which the meal was eaten.
- b. A Traveler may claim meals based on departure and arrival time. The meal rates and rules below should be used when calculating the amount of potential reimbursement available for partial day of traveling.
 - i. Breakfast: Breakfast cannot be claimed unless departure is prior to 5:00 a.m. at the departing city.
 - ii. Lunch: Lunch cannot be claimed unless departure is before 11:00 a.m. from the departing city or return is after 1:00 p.m. to the destination city. If travel is within a single day, reimbursement for lunch shall not be allowed.



COLORADO

Health Care & Economic Security Staff Development Center

- iii. Dinner: Dinner can be claimed for each day that includes an overnight stay. If attending a partial day of training, dinner cannot be claimed unless return is after 8:00 p.m. at the destination city.

Mileage – Vehicle Expense

- a. If you (or the traveler) traveled over 60 miles, the SDC will reimburse for actual mileage (minus your normal commute mileage).
- b. If there are multiple travelers from your site, the SDC encourages carpooling. If there are extenuating circumstances which make carpooling not possible, please reach out to the SDC for additional approval, otherwise costs for mileage from multiple travelers may not be reimbursed.
- c. The SDC will reimburse for the following:
 - i. When a personal vehicle is used to travel, the current State rate of \$.52 per mile will be reimbursed. This is subject to change if the state rate changes.
 - ii. When a county car is used to travel, only the mileage is reimbursed at the current State rate of \$.52. This is subject to change if the state rate changes.
 - iii. When a rental car is used to travel only the cost of gas and car rental fee is reimbursed. Receipts are required. This must be preapproved by the SDC.
- d. For mileage reimbursement, a copy of Google Map or Map Quest of the route taken must be provided to the SDC and included with your Travel Reimbursement Packet. Your site will be reimbursed for actual miles driven, please do not round up mileage on your expense worksheet.

Post Travel Checklist

After travel is completed, please complete the Post Travel Checklist below within 14 calendar days after the event (training, etc.):

- SDC Expense Worksheet for SDC Reimbursement- One Expense Worksheet must be completed for each individual traveler.
- SDC Invoice for Reimbursement- One Invoice summarizing all expenses must be submitted to the SDC. Invoice should include the sum of all itemized expenses from all travelers Expense Worksheets if there are multiple approved travelers.



COLORADO

Health Care & Economic Security
Staff Development Center

- Map Quest or Google Map of the route you traveled. Actual mileage is reimbursed (minus your normal commute mileage).
- Meal receipts are not required. You may claim the per meal per diem as stated in the Meals section above.
- Hotel receipt(s), if applicable.
- Please e-mail SOC_StaffDevelopment@state.co.us with your completed SDC Travel Reimbursement Packet.

If you have further questions, please call the Staff Development Center at 303-771-0200 or email us at SOC_StaffDevelopment@state.co.us.