## Purchasing Related – Prior approval required for EACH vendor/purchase

Motorpool:

1.) Create a purchase request (PR) in the WCNR system selecting Motorpool as payment option.
2.) Once confirmed, an internal order (IO) will be created.
3.) Email will be sent to the PR initiator that references the IO number.

**You will need this Internal Order number prior to making the reservation with Transportation Services.**

PCARD:

1.) Create a PR in the WCNR system selecting PCARD as payment method BEFORE purchase.
2.) You will get notification once this purchase is confirmed so that you can move forward with the purchase through the vendor.
3.) Once the purchase is complete, forward the receipt to nrel_accounting@Mail.Colostate.edu (if digital). If a paper receipt is provided, please turn in the receipt to either myself (B202) or my mailbox within 5 days.

**There is a limited amount of time to reallocate the purchase, which requires the above steps to be completed. Failure to comply with these guidelines will result in card revocation.**

Personal Reimbursement:

1.) Create a PR in the WCNR system selecting Personal Reimbursement as payment option.
2.) Turn in original receipts to either myself (B202) or my mailbox ASAP (nrel_accounting@Mail.Colostate.edu if digital).

**Reimbursements will not be processed until receipts are turned in.**

Ramtech/CopyRite:

1.) Create a PR in the WCNR system selecting Direct Billing as payment (unless using Pcard, see above).
2.) You will get notification once this purchase is confirmed so that you can move forward with the purchase.
3.) Once the purchase is complete, forward the receipt to nrel_accounting@Mail.Colostate.edu (if digital). If a paper receipt is provided, please turn in the receipt to either myself (B202) or my mailbox ASAP.

**This charge is automatically posted to the account and the above steps are needed to comply with audit protocol.**

<u>Purchase Order</u>:

1.) Create a PR in the WCNR System selecting Items to Order as payment option.
2.) Please provide a detailed explanation of the reason for the Purchase Order in the comments section.
3.) Attach supporting documentation (quotes, scope of work, etc.)
4.) You will be emailed when the PO has been approved with the PO #. (This can be as short as the same day or as long as a few weeks.)

**The vendor can either send the invoice to Jessica Hunter or to Accounts Payable.**


# **TRAVEL RELATED**

Beginning July 1, 2016, the Travel Desk will be reviewing all travel reimbursements to ensure they have been **approved by the traveler within 60 days of the trip end date**. Any reimbursement not approved by the traveler in KFS within 60 days of the trip end date will be required to be included in their taxable income. **All travel NOT submitted to the Travel Desk within 60 will not be processed.**

<u>Rental Car</u>:

1.) CDW/LDW and auto liability insurance are included when discount codes are used to rent vehicle.
2.) Discount codes:
    a. Avis – A514145
    b. Budget – T143828
    c. Hertz – 65579
    d. National/Enterprise – XZ12397
3.) For full travel questions on rental cars, please see Business and Financial Services Travel FPI
    http://busfin.colostate.edu/Forms/FRP/Travel/FPI_5-1_Travel.pdf#zoom=100

<u>In-State Travel</u>:

<u>Pre-Trip</u>:

**1.) A Pre-Trip is required if you are**:
    a. Flying within the state of Colorado using a Ghost Card to purchase the airfare
    b. Requesting a monetary advance (must be done MINIMUM 2 WEEKS in advance)
    c. Requesting travel for a **Non-CSU Employee**
**2.)** Create a Pre-Trip Request in the WCNR System**. Please send requested information if the traveler is new to CSU travel.**
3.) Contact CSU approved Travel Agent to schedule flight, if applicable.
4.) If requesting an advance, approve Kuali Financial System (KFS) document when notified.

Post-Trip:

1.) Create a Post-Trip Request in the WCNR System.  As a reminder, you can move your pre-trip information to the post-trip request by selecting the downward facing plane under My Profile & Activities.
2.) Attach any electronic receipts to the Post-Trip Request.
3.) Deliver all hard copy receipts to the front office, Nikki Foxley or Jessica Hunter.
4.) Watch for KFS email requesting your approval of the Travel Reimbursement document.

**\*Travel Reimbursements will not be processed for expenses without receipts (per diem excluded).**

**\*\*Not approving your KFS Document will delay your reimbursement\*\***

Out-of-State/International Travel:

Pre-Trip:

**1.) A Pre-Trip is required for all Out-of-State and International Travel.**
2.) Create a Pre-Trip Request in the WCNR System. **Please send requested information if the traveler is new to CSU travel.** (You must provide in-country contact number and lodging information for international travel to be approved by Risk Management.)
3.) Students traveling internationally must contact Office of International Programs (Nicole Tobin, extention 1-4334) to register trip, gain approval and submit approval to NREL_Travel@Mail.colostate.edu.
4.) If requesting an advance, the Pre-Trip (must be done MINIMUM 2 WEEKS in advance).
5.) Contact CSU approved Travel Agent to schedule flight, if applicable.
6.) If requesting an advance, approve KFS document when notified.
7.) We **strongly** discourage the use of Airbnb, VRBO, etc. as university policy is to not pay deposits. In the event the travel is cancelled, the deposit is non-reimbursable.

Post-Trip:

1.) Create a Post-Trip Request in the WCNR System.  As a reminder, you can move your pre-trip information to a post-trip request by selecting the downward facing plane under *My Profile & Activities*.
2.) Attach any electronic receipts to the Post-Trip Request.
3.) Deliver all hard copy receipts to the front office, Nikki Foxley or Jessica Hunter.
4.) Watch for KFS email requesting approval of the Travel Reimbursement document.

**\*Travel Reimbursements will not be processed for expenses without receipts (per diem excluded).**

**\*\*Not approving your KFS Document will delay your reimbursement\*\***

Understandably, not every purchase or travel is black and white and without special circumstances. If an issue or question arises, please direct your question to the appropriate contact below and we are happy to help.

General Questions: Jessica.Hunter@colostate.edu

Travel Questions: NREL_Travel@Mail.colostate.edu