



COLORADO

Colorado Water
Conservation Board

Department of Natural Resources

1313 Sherman Street, Room 718
Denver, CO 80203

Memorandum

To: CWCB Board Members
Governor Hickenlooper Appointees and Commissioners

From: Tina Heltzel
CWCB Budget and Policy Analyst

Steven Shull
CWCB Accountant

Date: July 1, 2016

Subject: Travel Procedures: Advance Approval of Out-of State Travel, Board Member Per Diem, Reimbursement Procedures and Forms

Advanced Approval of all Out-of-State Travel Procedures and Required Forms

Should your duties as a CWCB Board Member cause you to travel out of state, discuss the trip with the CWCB Director for approval prior to making any reservations or payments. The CWCB Director will inform the CWCB accounting staff about your trip and potential reimbursements for the trip. If your duties create a need for travel to Washington, D.C. or out of the country, this will require a discussion with the CWCB Director and DNR Executive Director. The DNR Executive Director's Office will send your travel request to the Governor's Office for approval prior to traveling and before any costs can be reimbursed to the Board Member who is traveling.

Please allow plenty of time for the approval process to ensure that any travel, which might be denied, can be canceled without expense to the traveler and to allow for a sufficient amount of time to reserve the most cost-effective pricing for the state.



Board Member \$50 Additional Per Diem

During the 2002 Legislative Session, SB02-068 passed. This legislation allows appointed members of the Colorado Water Conservation Board, who are not otherwise in full-time employment of the State of Colorado, to receive per diem compensation. Per SB02-068, CWCB Board Members “shall receive a per diem allowance of \$50 for each day actually and necessarily spent in the discharge of official duties.” In addition, all Board Members shall receive travel and other necessary expenses actually incurred in the performance of official duties.

To claim the \$50 per diem, write “\$50 Board Member Per Diem” on the travel reimbursement form under the section titled “Miscellaneous Expense.” Include the amount of \$50, for each day spent performing board related functions, along with any other miscellaneous expenses in the sub-total line, which will then be added into your overall total travel reimbursement.

Travel Reimbursement Procedures and Required Forms

Colorado State Accounting procedures require that ALL travel reimbursements, **including persons appointed by the Governor, or persons working under separate contract to the CWCB**, follow similar procedures as the state employees. Requests that have incorrect totals, lack of documentation, or requests for unacceptable charges will be denied and / or deleted from the reimbursement sheet.

The following list will help you to fill out the travel reimbursement form and prevent the delay of your travel reimbursement:

1. Turn in your travel reimbursement form prior to the 10th of each month following the month in which you traveled or incurred costs. If the 10th falls on a weekend day, turn in your forms before that weekend. At the end of the State fiscal year, it is imperative that all travel forms are in our office by the closing date, which we will be announced at that time. The fiscal year ends on June 30th and all payments and reimbursements must be completed by that date.
2. You will be reimbursed for the actual cost of your meals for breakfast, lunch, and dinner, unless the cost is covered during the meeting. Include all itemized meal receipts. The State cannot reimburse you for alcoholic beverages.
3. Make sure that the columns and rows total correctly.
4. Fill out the form in ink.
5. Departure and return times are required.
6. List travel in order of dates taken.
7. Attach original, itemized receipts in the same order they appear on the form.
8. Incorrect amounts will either be corrected at the CWCB office or returned for corrections.
9. If your travel relates to a specific budget line (i.e. RDSS, FEMA, etc.), indicate the program.
10. Mileage reimbursement is currently at \$0.49 per mile for two-wheel drive vehicle; the four-wheel drive reimbursement rate is \$0.51, but can only be requested when traveling

in hazardous conditions and it must be documented. The mileage reimbursement rate is base on a percentage of the prevailing IRS rate per mile for each mile actually and necessarily traveled while on State business. Since the rate can fluctuate, the CWCB Board Coordinator will inform Board members when changes occur.

11. Ensure that the area for *Persons and Agencies Contacted* is filled in.

Attached is a blank travel reimbursement form, which you may use to make extra copies.

If you have further questions that have not been covered in this memo or on the sample form, please contact Steven Shull, CWCB Accountant, at (303) 866-3441 x3235 or Tina Heltzel at (303) 866-3441 x3218.

We thank you, in advance, for your assistance to expedite the reimbursement process.

Attachment