TRAVEL TIPS FOR JILA TRAVELERS

Approval for Travel: All business travel for CU employees of JILA should be approved prior to travel on a completed and approved Travel Authorization Form. The current Travel Authorization Form is available from the JILA website, http://jila.colorado.edu/ or from your Travel Arranger. Please remember to note the purpose of the travel and how the travel relates to the research project, the cost breakdown, and the speedtype number. The approval process verifies that the research project has sufficient budget and allows for the domestic or international travel. NIST Fellows of JILA should work directly with Dave Auerbach, A231, #2-7791 and see the Travel Tips for NIST Employees. Students of NIST Fellows should see their assigned Travel Arranger.

Once the TA is complete and travel is approved:

Domestic travel can be arranged using one of the three methods below:

• Use the online CONCUR Travel & Expense System. (No cost)
• Contact a travel agent with Christopherson Business Travel at 303-694-8744 or cutravel@cbtravel.com. (Agent assisted cost is $14)
• Request your Travel Arranger to make travel arrangements on your behalf.

International travel

• A second level of approval from the University has been added to all international travel. Please allow additional time prior to your travel and after you have received approval signatures on the JILA Travel Approval Form for your Travel Arranger, or Maryly Dole (JILA Travel Liaison) to request University int’l travel approval. Only when the international travel has been approved on both the JILA TA form and in Concur should you proceed to make international travel arrangements.
• Booking International Flights. Contact a Christopherson travel agent for international flights Email: cutravel@cbtravel.com.
• Fly America Act. If your travel is supported by federal funds, you will need to comply with the “Fly America Act”. If you are unsure, please contact your JILA Travel Arranger, or Christopherson Business Travel prior to booking.
• Export Control & Laptop/Mobile Devices. When traveling to or from another country with these items keep in mind that they are subject to confiscation. These items are subject to export control and the law may require that you have an export license to travel with these items internationally. Please see www.colorado.edu/vcr/export-controls if you have questions about export controlled items. If we need to get an export license for you, this will take time. Please allow adequate time to do so.
• Destination Information. The US government provides information on travel warnings (www.state.gov/travel) and the World Health Organization provides health alerts (www.who.int)

Christopherson Business Travel is the official travel agency for CU.
5680 Greenwood Plaza Blvd., Suite 300; Greenwood Village, CO 80111
Business Hours: 7:00am to 5:30pm (MST)
Toll Free Phone: 1-855-462-8885
Local Phone: 303-694-8744
Email: cutravel@cbtravel.com
Fax: 303-741-6329
Emergency after hours: 1-800-954-0023 (must reference code P-JOO)
Int’l Emergency After Hours: 1-682-233-1914(collect call using service code P-JOO)