

Soil & Crop Sciences Departmental Handbook

The Department of Soil and Crop Sciences Administration :

Department Head [Dr. Mark Brick](#)

Associate Department Head..... [Dr. Francesca Cotrufo](#)

Administrative Council

Coordinator for Research..... [Dr. Francesca Cotrufo](#)

Coordinator for Resident Instruction....[Dr. Greg Butters](#)

Coordinator for Extension.....[Dr. Jerry Johnson](#)

Coordinator for Graduate Studies.....[Dr. Thomas Borch](#)

This departmental handbook is organized by the functions currently assigned to the following staff.

Department Head C-125 Plant Sciences	Dr. Mark Brick	491-6501
Coordinator of Programs C127 Plant Sciences	Jeannie Roberts	491-6501
Administrative Assistant C127 Plant Sciences	Karen Allison	491-6295

Table of Contents

Soil & Crop Sciences Departmental Handbook.....	1
The Department of Soil and Crop Sciences Administration :	1
Department Head	1
Associate Department Head.....	1
Administrative Council.....	1
Coordinator for Research.....	1
Coordinator for Resident Instruction....	1
Coordinator for Extension.....	1
Coordinator for Graduate Studies.....	1
Department Head/Main Office	4
Announcements to the Department	4
Calendar	4
Scheduling Meetings and Reserving Conference Rooms	4
Department Head Approvals	4
USDA NIFA REEports	4
Annual Faculty Evaluations	4
Promotion and Tenure Dossiers	5
Annual Administrative Professional Evaluations	5
Coordinator of Programs	5
Office of Equal Opportunity Search Support	5
Sick and Annual Leave.....	6
Surplus Property	6
Worker’s Compensation	6
Building Proctor	6
Key Requests.....	7
Copy Room.....	7
Copy Charges	7
Office Supplies	7
Mail	7
Departmental Email	8
RamPoint.....	8
Departmental Website	8
Telecommunications Requests	8
Department Vehicles (Transportation Services).....	8
Colorado State University Directory	8

Department Directory Updates	9
Resident Instruction (RI)	9
Recruitment	9
Graduate & Undergraduate Students.....	9
Departmental Reports	9
Room Scheduling	9
Audio Visual Equipment.....	9
Grade Changes	10
Undergraduate Students	10
Graduate Students Applications	10
Textbook Orders	11
Departmental Seminars	11
Accounting and Human Resources	11
PCARD	11
Account Balances	12
Budgets	12
Fund Groups.....	12
Business Cards.....	13
Deposits	13
Purchasing.....	13
Requests for Internal Orders, Disbursement Vouchers and Purchase Orders.....	13
After-the-Fact Purchase Orders are Prohibited by Colorado Statutes.....	14
Special Course Fees.....	14
Sponsored Programs.....	14
Staffing	14
eID (Electronic Identification)	15
Payroll	15
Salaried Payroll	15
Hourly Payroll.....	15
Status Changes.....	15
Full Time Employment (FTE) Changes.....	15
Pay Rate Changes.....	15
Termination.....	16
Travel.....	16

Department Head/Main Office

Announcements to the Department

The main office will regularly send out announcements of interest to the department. Examples would be meetings, seminars, building issues, opportunities, holidays, etc.

Calendar

Jeannie Roberts and Karen Allison have access to the department head's calendar and may be contacted to set up meeting times with him.

Scheduling Meetings and Reserving Conference Rooms

Contact Karen Allison or Kristina at cas_scs@mail.colostate.edu to schedule the Plant Sciences conference rooms, C021 and C123 or classrooms W001 and W212.

Department Head Approvals

Proposals and other documents that need approvals from the department head may be brought to the main office for signatures.

USDA NIFA REEports (formerly CRIS Reports)

Faculty members who have grants sponsored or conducted through the USDA/AES enter Progress or Final Reports in the NIFA Reporting portal. Annual reports are due to the department head in January of each year and can be accessed and entered at the following website: <http://portal.nifa.usda.gov/portal/>

Detailed instructions for completing these reports are available on the AES website at:

http://webdoc.agsci.colostate.edu/AES/aes/projs/Progress_FinalReports_Instructions2015.pdf

If you have any questions, please contact Jan at Jan.Iron@colostate.edu

When the reports have been completed, print a hard copy for the department head to review. The department head initials in the right hand corner and forwards forms to the associate dean. The associate dean reviews the forms, signs, and forwards to the director of the Experiment Station.

Annual Faculty Evaluations

The department head begins faculty evaluations in January of each year. The Coordinator of Programs supports this process through scheduling the appointments. There are three documents required for completion prior to an appointment with the department head.

- Accomplishment Report

- 2 Page Document for Provost
- [Conflict of Interest Form](#)

The department head notifies the faculty in November that the Accomplishment Reports will be due in January. Within the next two months the department head schedules a 1 hour meeting with each faculty member. After the evaluation session, documentation is signed by the faculty member, department head, and forwarded to the dean. The department head distributes the Activities Report which he has designed. A Conflict of Interest Form must also be completed.

Promotion and Tenure Dossiers

The Coordinator of Programs assists the chair of the Promotion and Tenure Committee (associate department head). Information about the tenure process can be found in section E.10. Academic Faculty Tenure Policy, of the University Manual, and on the provost's website at <http://www.facultycouncil.colostate.edu/files/manual/sectione.htm#E.10>. Information is also available in the section of the Soil and Crop Sciences Department code dealing with the duties of the Tenure Committee, Section IV, D1.

Annual Administrative Professional Evaluations

Faculty who supervise administrative professionals must complete their evaluation annually. This form is designed by the department. Guidelines are listed in Section D.5.5 of the academic faculty and administrative professional staff manual. Completed evaluations and Conflict of Interest Forms are reviewed by the department head and filed in the admin pro's personnel file.

Coordinator of Programs

The Coordinator of Programs is also the assistant to the department head and the supervisor for all office staff. This includes assigning duties and overseeing work accomplished. As Coordinator of Programs, annual evaluations for all state classified positions are completed in accordance with the process and dates set forth on the <http://www.hrs.colostate.edu> website.

Pay for Performance evaluations are due to Human Resource Services no later than April 30th of each year. A mid-year progress review meeting is held in October.

Office of Equal Opportunity Search Support

The Coordinator of Programs works with the College of Ag's EO representative involving the process and record keeping functions for open positions in the department – particularly for new faculty positions. The complete search process is described at the provost's website at <http://www.provost.colostate.edu/>

Special training is periodically provided (and required) by the OEO prior to any person serving as a search chair. Information regarding search chair training will be sent out via email.

Sick and Annual Leave

All faculty, administrative professionals, and state classified employees who have permanent appointments accumulate leave in accordance with the guidelines found at <http://www.hrs.colostate.edu/benefits/index.html>

All employees are requested to sign out if they are going to be away from campus during regular office hours. You may access leave forms on-line at <http://www.soilcrop.colostate.edu/dept/resources.html> under the leave link.

Note: there are maximums on annual leave balances, depending upon the length of service and rate of accumulation. State classified annual leave accrual rates vary depending upon length of service. Faculty annual leave accrual rates vary according to appointment, i.e., 9 months vs. 12 months.

Surplus Property

To dispose of surplus lab and office equipment or non-working items (or to transfer location or responsibility for equipment) an Equipment Accountability Change Request (EACR) form must be completed online at <http://eacr.colostate.edu/>. Additional information can be accessed on the [Surplus Property website](#). It usually takes between 2-10 days for items to be picked up.

Some equipment may also be purchased from surplus property. Hours of operation are Tuesday and Thursday between 7:30-11:30 AM. Surplus property is located at 201 West Lake Street.

Worker's Compensation

In the event of a work-related injury there is an on-line reporting system in place at <http://www.ehs.colostate.edu/workcomp/OnlineInjury.aspx>. In order to receive coverage, specified facilities must be used for medical attention. Additional information about the process can be found at <http://www.ehs.colostate.edu/workcomp/home.aspx>. Emergencies can report to Poudre Valley Hospital emergency department, 1024 South Lemay, Fort Collins, CO. NOTE: Injuries must be reported to the supervisor within 72 hours.

State classified employees: When filing a worker's compensation claim, must deduct the first 24 hours from accrued sick leave.

Building Proctor

The Coordinator of Programs serves as building proctor for all 3 floors of the center and west wing portions of the Plant Sciences building. Questions and problems with the building, fixtures, or functions

need to be reported to the proctor so that facilities can be contacted for corrective action. Building proctors are the liaison between the department and facilities services. Proctor information can be found under Facilities Management website at <http://www.ehs.colostate.edu/WBuildSafety/Home.aspx>.

Key Requests

Karen Allison serves as coordinator for all Soil and Crop Sciences key requests. Keys can be ordered for the Plant Sciences building, Shepardson building, greenhouse, and ARDEC (Ag Research Center). For key requests, please provide her with the following information: name, EID, building and room number. When requesting laboratory keys, you must receive permission from the PI of that lab. Please notify the main office of any lost keys and then report directly to Karen. Upon termination, all keys must be returned to Karen.

Copy Room

Located in room C124 of the Plant Sciences building, the copy room houses the Xerox Workcentre 7665 and paper supplies. It is also where incoming packages can be retrieved and where Central Receiving picks up outgoing mail.

Copy Charges

Number of copies for each copy machine are accounted for and charged to resident instruction for all class material, or to an individual account quarterly for personal or research copies. To obtain a copy code, or to be networked to the color printer, contact the Coordinator of Programs. The Xerox Workcentre 7665 is the departmental copier and is located in room C-124 Plant Sciences.

Office Supplies

General office supplies are located in the main office (C127 Plant Sciences). Supplies for resident instruction are purchased by the Administrative Assistant. Research labs are responsible for purchasing lab supplies. The Administrative Assistant purchases office supplies from approved vendors or the CSU Bookstore. Please inform the main office when the last of something is taken from the supply cabinets/drawers, so an accurate inventory can be kept.

Mail

Incoming

The Administrative Assistant distributes incoming mail daily, at approximately 10:30 am. Central Receiving delivers packages throughout the day. Packages are signed for and a notification is put into the recipient's mailbox (or an email is sent) to pick up packages in the copy room.

Outgoing

All outgoing mail should contain an account number to be charged under the return address. For large quantities of outgoing mail, envelopes should be bundled in groups of 25. Outgoing packages should have specific mailing instructions provided on the mail output sheet, including account number. You are discouraged from sending personal mail through CSU Mail Services.

Departmental Email

The main office receives outside inquiries, including information for postings and mass emails (i.e. seminars and job positions). Position announcements are forwarded to the Administrative Assistant. Many of these are passed on to the department as a whole, or to individuals who can respond to the inquiries. The college also has a "listserv"; for further information contact Ryan Abbott, 491-6274.

RamPoint

RamPoint is Colorado State University's web portal. RamPoint gives students, faculty, and staff personalized access to web services. You can personalize RamPoint so that the information and tools you need and want are available when you log in. To login to RamPoint, point your web browser to <http://rampoint.colostate.edu> and login using your CSU eID.

Departmental Website

The Coordinator of Programs is responsible for the information contained on the website. Questions regarding the website or content changes and additions can be directed to the Coordinator of Programs.

Telecommunications Requests

The main office Administrative Assistant is responsible for preparing and relaying telecommunication requests, such as telephone installation, voice mail requests, data line activations, and long distance authorization codes and credit cards.

Department Vehicles (Transportation Services)

The Coordinator of Programs serves as the department vehicle coordinator and is the liaison with transportation services for issues such as registrations, license plates, emissions testing, for departmentally owned/leased vehicles. Odometer reading forms are provided to vehicle users; readings are recorded monthly by users and returned to the main office to process monthly charges.

Vehicle transactions such as new purchases are processed through the ABC Accounting Office.

Colorado State University Directory

Annually, the human resources coordinator, with assistance from the Administrative Assistant, updates the listing of Soil and Crop Sciences departmental personnel for the university directory.

Department Directory Updates

The department directory is updated and distributed annually. Please email changes in office address and telephone, email address, lab address and telephone, home address and telephone to Administrative Assistant.

Resident Instruction (RI)

Recruitment

Departmental brochures provide information about the department, career opportunities, and its programs are maintained, available, and distributed from the RI office. The resident instruction coordinator makes contact with prospective students notifying them of our programs and opportunities available to them.

Graduate & Undergraduate Students

All forms and university student information systems that relate to graduate and/or undergraduate students including, but not limited to, the following: advising, ARIES, DARS, contracts, unofficial transcripts, transfer evaluation reports, student files, alumni files, registration override, substitution/waiver forms, student course surveys/student exit surveys, grade change forms, graduate student applications including support documentation and transcripts, graduate student acceptance/denial forms, GS-6 worksheets, application for graduation including departmental supplemental forms, etc. are maintained and disseminated from the Administrative Assistant (C127).

Departmental Reports

All forms that relate to course offerings and semester reports including, but not limited to, the following: budget and institutional analysis, (SCAIT), semester course reports, textbook adoption, course curriculum changes, new course offerings, class schedule, etc. are maintained and disseminated via the resident instruction coordinator (C-105) and/or the Administrative Assistant's office (C127).

Room Scheduling

Department controlled classrooms include W001, W212 (classrooms). University controlled classrooms are scheduled via the classroom scheduling office - 491-7212. Scheduling of rooms for classes can be done via the Administrative Assistant.

Audio Visual Equipment

A digital projector, portable overhead projector, slide projector, digital camera, digital video camcorder or laptop can be reserved and checked out from the Administrative Assistant's office, C127 Plant Sciences. A sign-up sheet is maintained on all equipment available for check-out. Additional laptop computers and digital projectors are available via the dean's office for student and faculty/staff use. Digital projectors are available in rooms W212, W001, W009 and C021.

Grade Changes

Grade change forms can be obtained from the Administrative Assistant's office, C127 Plant Sciences.

Undergraduate Students

Prospective undergraduate students complete an application through the University Admissions office. Any supporting documentation i.e., transfer evaluation reports, are sent to the department. An advisor is assigned to incoming undergraduate students via the resident instruction coordinator. Scholarship applications are accepted for incoming and continuing students January 1 through March 1 each year via the College of Agricultural Sciences web page <http://www.agsci.colostate.edu/student/prospect/financial%20resources.html>.

Graduate Students Applications

Prospective graduate students should send a completed application of admission to the University Admissions office. Supporting documents, for U.S. applicants, such as transcripts and letters of recommendation are sent directly to the department or Departmental Graduate Coordinator. Supporting documents for International applicants send all supporting documents to Office of Admission.

Acceptance

Completed application files are reviewed by members of the Graduate Committee, which makes a recommendation regarding acceptance.

Advisors

When a prospective graduate student receives a favorable recommendation from the Graduate Committee, the application is routed to faculty members to assign an advisor. No student will be accepted into the department without an advisor.

Funding

Available financial support for a graduate student can be arranged by the advisor. Additional information can be found at <http://www.colostate.edu/Depts/Grad/>.

Scholarships/Awards

There are 16 scholarships/awards available in Soil and Crop Sciences. Applications are distributed in October. The Student Honors, Awards, Scholarships, and Fellowships Committee review completed applications turned in by the due date and the scholarships/awards are presented in December. Additional information may be found at <http://www.agsci.colostate.edu/>.

Student Course Surveys

Approximately two to three weeks before the end of the course, student course surveys are distributed to teaching faculty. Surveys are returned to the Administrative Assistant. Completed course surveys are forwarded to ACNS Help Desk to be scanned. A copy of the written comments and the scanned course survey results are given to the individual instructors after the semester ends.

Textbook Orders

Teaching faculty provide a list of course textbooks to the Administrative Assistant approximately 6 months prior to the semester being taught. The department textbook coordinator (Administrative Assistant) orders necessary textbooks for each course.

Departmental Seminars

Weekly seminars are scheduled during fall and spring semesters. Scheduling seminars is the responsibility of two faculty members who have been assigned seminar leadership; one soils faculty and one crops faculty serve as co-leaders for an academic year. The Administrative Assistant posts announcements on the departmental bulletin board and other visible areas. The Administrative Assistant sends out a mass email informing the department and other interested parties. Seminar information is also submitted to TODAY for campus wide distribution.

Accounting and Human Resources

PCARD

The Procurement Card (PCARD) is a purchasing method whereby faculty and staff in the department are issued a MasterCard to make purchases under \$3,000. This is a very cost effective, convenient way to make purchases, but it requires the meticulous tracking for the appropriateness and accountability of each transaction. Each card is issued with the CSU name, logo, tax exempt number and individual cardholder's name. PCARD charges are allocated to the account specified by the purchaser. The PCARD is NOT used for travel expenses.

To get a PCARD, you will need to fill out a short application, turn it in to the ABC Accounting Office and complete an on-line training session. Information about the PCARD program and applications are available at <http://www.purchasing.colostate.edu/pages/acforms.asp>. You will receive your card after successful completion of the on-line training session.

When you purchase with your PCARD, you need to sign the receipt and indicate the account number you want the purchase charged to. This must be done within a day or two of the purchase. The accounting personnel must have this information to verify purchases and charge the correct account. You may charge a purchase to more than one account, if you wish, on the attached reimbursement form: http://www.soilcrop.colostate.edu/pdf_files/PurchReqReimForm.pdf.

You can drop the receipts and form in the ABC mailbox in the main office. If you do not have an invoice immediately, you can email notification to the Accounting Office of your purchase and the account number to be charged and then forward the invoice when you receive it. Most vendors will fax or mail you a copy of the invoice if you order over the Internet.

You will receive an email when the transaction is posted to the university account. Please review carefully. If you did not make the transaction, notify the Accounting Office immediately – 491-3095.

Each month, the Accounting Office will review your transactions and verify that the appropriate back up for purchases has been received. If invoices are missing, you will be asked to supply them for your file.

This is for auditing purposes. You will then sign the department monthly statement to be kept in your file.

Account Balances

The accounting tech keeps account balances on Access and Excel spreadsheets. Available balances may be requested anytime. Detailed spreadsheets, which include a summary and a detail of expenses, are sent out periodically to the PI's via email.

Budgets

Annual budgets are set up for unrestricted appropriated Funds (13, 15, 17, 21, 22 and 25). The accounting tech assigns the operating budgets for unrestricted appropriated funds. Reconciling spreadsheets for all funds (restricted and unrestricted) are set up by the accounting tech.

Fund Groups

This is a brief explanation of the fund groups - the sources of money that may be available to you as a faculty member. This is a general guideline, not absolute. All funds are subject to state and federal laws, to the state fiscal rules, and to Colorado State University financial policy.

Current unrestricted appropriated funds - These funds are expendable for the purpose of performing the primary missions of the university (instruction, research and public service). These resources will be expended in the fiscal year for which they are appropriated and they will be used for operating expenses. There is no carryover of these funds. They must be spent out by June 30th. All account numbers are six digits.

RI- Resident Instruction funds are all accounts that begin with 13.

AES- Agricultural Experiment Station funds are accounts that begin with 15.

CE- Cooperative Extension funds are accounts that begin with 17.

Special course fees - the accounts all begin with 25. These are fees to be used for "unique" supplies, services, facility rental, equipment replacement and/or maintenance and other costs not covered by general tuition. Examples are van rental for a field trip, equipment that is unique to the class, maintenance of animals.

Current restricted funds - These funds include resources received from an external source for a specific purpose. These funds are restricted only by externally imposed limitations.

53 funds - revenue in this fund comes from federal, state and private contracts, grants and agreements as reimbursement for costs occurred. Each account is supported by a signed funding document. Funds are to be expended for the purpose specified by the external sponsor and must be allowable as defined by the sponsor. Accounts for this fund group generally carry the federally negotiated indirect cost rate (currently 45%). Activities administered in this fund group include organized research, sponsored instruction and other sponsored activities. Each project will have a separate end date.

64 funds - revenue in this fund is limited to gifts and investment income earned on gifts. Gifts for the University are received by the CSU Foundation. The foundation invests the gift revenue and deposits funds into the 64 accounts to cover anticipated expenditures. Funds are to be expended according to the restrictions placed by the donor and must comply with University rules. These accounts do not have end dates and do not have to be spent out at fiscal year end.

Business Cards

Business cards can be ordered by going to the Publications and Printing website at http://ccs.colostate.edu/online_order.aspx. Once there, click on business cards to order on line. All you need is an account number to complete your order.

Deposits

The Accounting Department handles all departmental deposits. Checks may be turned into the main office where they are secured until an account tech retrieves them.

Purchasing

Realizing all purchases you make are being made with “state funds”, remember the state of Colorado and CSU have contracted pricing agreements. View them at <http://www.purchasing.colostate.edu/pages/pricing.asp>.

There are several avenues concerning purchases. Most small purchases are made with an ACARD. If a company 1) does not accept credit cards or 2) if the purchase amount is over the individual’s ACARD limit or 3) if it is for hospitality, a request for an AFE (authorization for expenditure) must be made. These forms are available outside room C-123 (Accounting Office).

To purchase materials or services on campus, use your ACARD. If the campus service center does not accept ACARD or if it exceeds your ACARD limit, request an IMO (Intramural Order) from the ABC Accounting Office.

Requests for IMO’s, AFE’s and Purchase Orders

This is done through the ABC Accounting Office – Shepardson building. Forms can be found at <http://www.soilcrop.colostate.edu/dept/resources.html>.

For IMO requests, a copy of the IMO will be placed in your mailbox for your records after the transaction has been posted. For alcohol requests from Central Receiving, the original IMO with the alcohol affidavits will be placed in your mailbox. Central Receiving requires this affidavit to purchase alcohol. Central Receiving requires a carboy for dispensation of alcohol.

For AFE requests, please forward the invoice from vendor to the accounting tech as soon as received. The vendor will then be paid in a timely manner.

For Purchase Order requests, please note that the process takes a few days before it gets through the system to actually be ordered.

For large purchases (over \$3,000), request a purchase order. All controlled drugs and radioactive materials must be purchased with a purchase order. There are guidelines concerning state contracts, etc. and those may be viewed at the purchasing website. Purchasing will be happy to assist. They will get the quotes, if needed. Each purchasing agent is assigned certain categories for specialties.

The Purchasing website is at www.purchasing.colostate.edu.

Sole Source Justification is required for goods over \$5K and services over \$25K. Guidelines are on the Purchasing website. In addition to the explanation of why this is a sole source, the justification must include an explanation of why the vendor's quoted price is "fair and reasonable." Sole source justification must include a statement regarding actual or potential conflict of interest. It must be signed and sent as back up with the requisition.

After-the-Fact Purchase Orders are Prohibited by Colorado Statutes

It is not allowed to create a purchase document after the item has been received or after the service has been performed. The funding for all purchases must be approved and the document created before the purchase is made.

A purchase made prior to approval of funds and document creation is not binding against the University, and could involve personal liability for the faculty/staff making such a commitment. The State has administrative procedures to ratify such a commitment. The procedure involves documenting the facts and circumstances and forwarding a recommendation to the State Controller to obtain approval to pay the vendor. Purchasing must be contacted if there is a situation involving an after-the-fact purchase order.

Special Course Fees

These are collected for "unique" course expenses that are not covered by tuition, i.e. vehicle rental for field trips, special materials, maintenance of animals, etc. Each semester these fees must be spent out or they are returned to the students. More information can be found at www.provost.colostate.edu under faculty resources.

Sponsored Programs

Support for sponsored program accounts is done through the Accounting Department - set up of account spreadsheets, recording of expenses, closing of project accounts. Any requests from sponsored programs for further information concerning transactions will come to the accounting tech. Additional information is available at: <http://www.research.colostate.edu>.

Staffing

The Accounting Department acts as coordinator for staffing budgets each fiscal year. Confirmation for staffing of employees will be sent to Faculty prior to the new fiscal year. It is the PI's responsibility to advise the Accounting Department of changes to the staffing model.

Note: Excerpts of other important Policy Reminders from CSU Business and Financial Services can be viewed at <http://busfin.colostate.edu/>.

eID (Electronic Identification)

To establish an e-Identity you must supply your PID (personal identification) and PAC (personal access code) <https://eid.colostate.edu/>. The human resources coordinator can provide you with this information. An e-Identity is a unique identifier for each authorized user at Colorado State University. You will use your eID to access many university electronic resources. Your eID gives you a free Holly, Simla or Lamar account for email, web pages, and more. Protect your eID and do not give it out to others.

Payroll

There are strict deadlines for input of payroll and any changes to employee information. It is important to inform the human resources coordinator, as soon as possible of any changes in address, bank account, and employment status, etc.

Salaried Payroll

Payroll for salaried employees is deposited directly to the employee's bank account on the last workday of the month, except for June when the deposits are made on July 1.

Hourly Payroll

Payroll for hourly employees is deposited directly to the employee's bank account two weeks after the pay period end date.

Status Changes

Please notify the human resources coordinator and department head assistant, immediately in writing (email is acceptable) of any status changes (termination, emeritus, retirement, leave without pay (LWOP), sabbatical, transitional, etc.).

Full Time Employment (FTE) Changes

Please notify the human resources coordinator, in writing of any changes in FTE for salaried employees.

Pay Rate Changes

Please notify the human resources coordinator in writing of any pay rate changes.

Termination

The main office has a termination check-off form for employees leaving the university. It is advisable to pick up this form as soon as termination date is determined.

Travel

Travel/State Travel Card

All travel documents are processed in the main office. Colorado State University offers all regular, full time employee travelers a personal credit card for their official university business travel expenses. Only CSU employees are eligible for this card. Cardholders are personally responsible for timely payment. There are no annual fees associated with this card.

Application forms can be picked up in the main office or downloaded from the Business and Financial Services website: <http://www.busfin.colostate.edu/trv.aspx>. When possible, all travel expenses should be paid for with the state travel card. Its use is mandatory for obtaining cash advances and when paying for rental cars. You can also view the pocket guide for the state travel card from this website.

The website for the pocket guide for travel is at <http://www.busfin.colostate.edu/trv.aspx>.

In State Travel

After a trip has been completed, attach necessary original receipts to the blue travel worksheet, located at http://www.soilcrop.colostate.edu/pdf_files/PostTripExpensesForm.pdf or in the copy room and submit to the main office. Travel documents are processed by the Coordinator of Programs and student employee.

The travel reimbursement is then processed, routed for signatures, and sent to the University travel desk. Reimbursements are electronically deposited into the traveler's bank account and email notification of the deposit is sent to traveler. Travel desk has 30 days to process reimbursement upon their receipt of document.

Out of State Travel

Purchase airline tickets through one of the three CSU approved travel agencies. These agencies are knowledgeable of state airline contracts, available fares and billing requirements.

New Horizons Travel
970-223-7400

Frosch Travel
970-223-0442

Travel Society
970-495-6751

Individual travelers make their own travel arrangements. After arrangements have been made, complete the blue travel worksheet located in the copy room or at http://www.soilcrop.colostate.edu/pdf_files/PreTripAuthorizationForm.pdf with the ticket price, dates of travel, account number and purpose/justification. You must complete the pre-travel authorization before flying in-state, or flying/driving out-of-state.

After returning from your trip, attach all necessary original receipts to the travel voucher form and submit to the main office. The travel reimbursement is then processed, routed for signatures, and sent

to the University travel desk. Reimbursements are electronically deposited into the traveler's bank account and email notification of the deposit is sent to traveler. Travel desk has 30 days to process reimbursement upon their receipt of document.

International Travel

International Travelers must apply for a risk management waiver form at <http://www.ehs.colostate.edu/WRisk/travelHome.aspx>. The online system will generate an Approval Notice to be printed and attached to the completed [pre-trip travel authorization form](#). All International travel must be approved by the Department Head, College Dean and Provost.

Any traveler who is a student will be referred to the [Office of International Programs](#) to ensure that all safety and liability issues are appropriately addressed. If students are included in the proposed travel, an e-mail from the Office of International Programs certifying that they have received the necessary information, MUST be attached to the Pre-Trip Travel Voucher.