



University of Colorado

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BOARD OF REGENTS

2. REGENTS OF THE UNIVERSITY

Policy 2.H: Regent Travel Policy

The Board of Regents recognizes that the interests of the University of Colorado are served when regents attend out-of-state events or functions in their official capacities. To ensure that such travel occurs only for appropriate purposes, the Board of Regents establishes the following procedures:

2.H.1 Any regent may submit a request to travel out-of-state for University of Colorado related purposes to the chair of the Board of Regents, or, if the person seeking authorization to travel is the chair of the Board of Regent, to the vice chair of the Board of Regents. The request must contain the following information:

- (A) The identity of the regent who is seeking travel approval
- (B) A description of the event or function for which the regent seeks approval to travel
- (C) The dates of the event or function
- (D) A description of the anticipated costs of the event or function, including airfare or mileage, hotel accommodations, registration fees, meals, and, to the extent known, other incidental expenses
- (E) The purpose of the travel, including a description of how the regent's attendance furthers the University of Colorado's interests

2.H.1 The chair of the Board of Regents, or the vice chair, shall review any regent requests for travel and determine whether to approve the request. In making such a determination, the chair of the Board of Regents, or the vice chair, must determine that the requested travel is in the best interests of the University of Colorado and does not confer a benefit solely upon the regent who seeks approval. The chair of the Board of Regents, or the vice chair, may also consider the following factors in determining whether to approve the request:

- (A) The anticipated value of the regent's attendance at the event or function to the University of Colorado
- (B) The cost of the regent's attendance at the event or function in relation to the approved travel budget for the Board of Regents
- (C) Travel requests by other regents and the desire to ensure that regents have equal opportunities to represent the Board of Regents

39 2.H.3 The chair of the Board of Regents, or the vice chair, shall notify the regent who
40 submitted the request to travel of the disposition of the request. In the event that Chair of
41 the Board of Regents approves the travel request, it shall serve as authorization for the
42 University of Colorado to fund or reimburse the regent for travel related expenses. All
43 such travel shall be conducted according to applicable University of Colorado policies.
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46 **History:**

- 47 • Approved April 29, 2014. Former Regent Policy H (Authority of the Board Chair) was
48 rescinded October 30, 2003.