



## Travel Expense Guidelines

Thank you for your time and interest in Colorado College! We understand that selecting a new employee and moving to another city is a big decision. Therefore, we are inviting you to visit our campus in Colorado Springs, CO. The following guidelines will help when making your travel arrangements.

### **\*Save all receipts during your travel!**

When you are on campus, ask the search committee to assist you in filling out a W-9 form. This form will be submitted to payroll to reimburse you for the travel expenses.

**Airfare:** CC will reimburse your roundtrip flight including baggage fees. It is recommended to fly into the Colorado Springs Airport rather than Denver International Airport. CC will not cover first class, boarding and seating upgrades, oversized luggage, in-flight drinks and food, or flight insurance. Please schedule your flight in for the day before your scheduled interview. It is up to you if you would like the flight out for the evening of your interview or the day after. If possible, please keep airfare expenses below \$800.

**Ground Transportation:** CC will reimburse for any airport parking in your home city and transportation needed to and from the airport, such as Uber or Lyft services. CC will also reimburse for transportation from the hotel to campus. Some hotels offer free airport shuttle services. Please use these services when possible.

**Meals:** Meals while traveling or staying at hotel will be reimbursed. Meals for family members traveling with you are not covered by CC.

**Non-Allowable Expenses:** Travel for spouse to accompany. House hunting trip in addition to campus interview trip.

**Lodging:** Use the chart below to select a hotel. Please request the Colorado College rate when making the reservation. Rates are based on availability and on a first-come, first-serve basis. Ask for a confirmation number for the room. The college, as a non-profit organization, is exempt from the state of Colorado and Colorado Springs sales tax. Make sure the taxes are not charged to the reservation. Ask the search committee for the tax-exempt documentation. If possible, please keep lodging expenses to \$200/night.

**Accommodations:** We will cover any expenses where reasonable accommodations are needed during the trip.

If you have any questions, please reach out to the search team or Missy Liu at [mliu@coloradocollege.edu](mailto:mliu@coloradocollege.edu).

<b>Hotel/Lodging</b>	<b>Website</b>	<b>Standard Room Rate</b>	<b>Includes Breakfast</b>	<b>Includes Wifi</b>
Hyatt Place Colorado Springs Downtown 201 East Kiowa Street 719-635-9663 (0.8 miles from CC)	<a href="#">Hyatt Place Colorado Springs Downtown</a>	\$121 Feb- July \$178 Aug \$121 Sept-Dec	Onsite restaurant with dining options 24/7	Yes
Hilton Garden Inn Colorado Springs Downtown 125 N Cascade Ave 719-632-1000 (0.9 miles from CC)	<a href="#">Hilton Garden Inn Colorado Springs Downtown</a>	\$129 Jan-May \$189 June-Sept \$129 Oct-Dec	Yes	Yes
Holiday Inn Express & Suites 105 N Spruce St 719-424-4300 (1.2 miles from CC)	<a href="#">Holiday Inn Express-Colorado College</a>	\$114-\$179	Yes	Yes
Element by Marriott Colorado Springs Downtown 55 E. Costilla St 719-0900-3511 (1.5 miles from CC)	<a href="#">Element by Marriott</a>	15% off best available rates	Yes and complimentary evening relaxation hour (beverages and appetizers)	Yes
SpringHill Suites by Marriott Colorado Springs Downtown 402 S Tejon St 719-900-1801 (1.5 miles from CC)	<a href="#">SpringHill Suites Colorado Springs Downtown</a>	15% off best available rates	Yes	Yes
Holden House 1902 Bed & Breakfast Inn 1102 W Pikes Peak Ave 719-471-3980 (1.9 miles from CC)	<a href="#">Holden House 1902 Bed &amp; Breakfast Inn</a>	\$185-\$215	Yes	Yes
Hyatt Place Garden of the Gods 503 Garden of the Gods Rd 719-635-9663 (4.4 miles from CC)	<a href="#">Hyatt Place Garden of the Gods</a>	\$110 Jan-May 13 \$135 May 14-Sept 20 \$110 Sept 21-Dec 31	Yes	Yes
Hampton Inn & Suites Colorado Springs 2910 Geyser Dr 866-238-4218 (5.8 miles from CC)	<a href="#">Hampton Inn &amp; Suites Colorado Springs</a>	15% off	Yes	Yes
Colorado Springs Marriott 5580 Tech Center Dr 719-260-1800 (5.9 miles from CC)	<a href="#">Colorado Springs Marriott</a>	15% off	No	Yes