



*From time to time really exciting things happen at CPAESS and we will be sending you news splashes to keep you up to date!*

Hello Everyone,

As COVID restrictions are being lifted in places across the U.S. enabling more in-person meetings, I thought I would send out a review of the CPAESS Travel request process. Please remember that all travel must be submitted before the start of a trip and go through the proper UCAR CPAESS approval process. Also, please remember that all travel should be approved by your sponsor supervisor (host, if applicable) prior to taking the steps below.

All of this information can be found under the [CPAESS "For Staff" button](#) in the top menu of CPAESS' homepage. Please go to either [Information for Boulder CPAESS Staff](#), [Information for Non-Boulder CPAESS Staff](#), or [Information for Postdocs](#) depending on your work situation. Now scroll down to the **TRAVEL** section and you will find the information referenced next.

1. Fill out the [UCP COVID-19 Travel Request Form](#). If you are Boulder or Non-Boulder CPAESS Staff please email this completed form to [Scott Robinson](#) who will manage it through the approval process. If you are a Postdoc, please email the completed form to [Kendra Greb](#) who will manage it through the approval process.
2. Next, you will need to fill out and complete the [CPAESS Employee Travel Request Form](#) which is automatically processed.
3. Please note that for either international travel or fieldwork travel, you will also need to reach out to your CPAESS supervisor. The nature of fieldwork and international travel requires an additional approval process within UCAR, and your supervisor will assist you with it.
4. Lastly, when you use the [UCAR Concur website](#) to complete your travel information you will need to choose delegates to help process your request. Please choose [Scott Robinson: srobin@ucar.edu](mailto:srobin@ucar.edu) (or [Kendra Greb: kgreb@ucar.edu](mailto:kgreb@ucar.edu) if you are a Postdoc) as they are the only staff members who can assist you at this time. Detailed instructions on how to assign delegates can be found in the appropriate **TRAVEL** section of your Employee type ([Boulder](#), [Non-Boulder](#), and [Postdoc](#)) under **IDENTIFYING DELEGATES**.

As a quick reminder, if you will be participating in any event virtually, please submit your [Virtual Registration Reimbursement Request](#). If you have any questions concerning this process, please feel free to reach out to [Michelle McCambridge](#) or your CPAESS Supervisor.

Thanks so much for your attention to this matter.

A handwritten signature in black ink that reads "Hanna".