

Colorado Community College System

Approval Request Form (ARF)

Instructions and Process

(Updated 01.2024)

When Should I Complete An ARF?

- An event with total cost of \$101 or more.
 - Exception - online trainings \$250 or less OR any event with a cost of \$100 or less require an ARF with only the Org Code Owner Signature.
- Any official function that will be catered, not to exceed Colorado approved per diem rates.
- All Out-of-State or Out-of-Country travel.

ARF Guidelines

- An approved ARF is **REQUIRED** prior to making ANY purchases or executing vendor agreements.
- In-State hotel charges will **ONLY** be reimbursed if trip is more than **35 miles** away from System Office.
- Per diem reimbursement is **NOT** allowed unless there is an overnight stay.
- Incomplete ARFs will be returned to you for correction. Complete all required fields.
- If a meeting occurs regularly during the year, one ARF may be turned in bi-annually or annually.

Additional Guidance for Catered Meetings

- Must be in-person or hybrid and lead by at least one Sr. Staff Member or Exec Staff Member.
- People "outside" of the System Office must be attending. For this requirement, members of our Colleges count! Outside speakers, community members, Board members, also count but are not required.
***NOTE:** Teams **cannot** host catered events for internal teams only. These must be paid for out-of-pocket.
- Duration of meeting must be longer than just a "1 hour working lunch".

Completing the ARF

The ARF Form

- Backup documentation must be provided for each individual cost listed on the ARF.
- The **Estimated Costs** section will fill automatically from the information you input in the Travel Calculation page.

Travel Calculation Page and Calculators Page

- Fill in individual travelers and expenses in either the Employee Table or the Non-Employee Table.
 - For Mileage and Per Diem, you will find calculators on Page 3.
- Check the **Estimated Costs** section to verify all amounts were pulled over correctly.

ARF Submission Requirements

Complete and submit the form **at least two (2) weeks prior to event**. (This means prior to early bird registration deadline!) It can take this long for full approval.

The ARF packet should be assembled to include the following:

- Travel Calculation page.
- Event Agenda (a draft is acceptable).
- Participant roster as applicable.
- Cost estimates for hotels, flights, car rentals, registration, uber estimates, etc.
- Quote or contract for any vendor agreements including venue rental as applicable.
- Perkins Expense Supplemental Information Sheet for all Perkins expenses as applicable.

ARF Approval Process

Once you have obtained the signatures of the Org Code Owner and the head of your Division (Vice Chancellor or Chief Officer):

- Route form to Marie Mueller in Finance. An ARF # will be assigned.
- It will be routed for approval through Grants (if needed), Budget, and then the VC for Finance.
- Once fully approved, the original ARF will be returned to the person indicated on the form.

******NOTE:** ASA Division has an additional internal process, please see the ASA Admin Team for more information.

Revision to an ARF - If the **dollar amount** of an ARF changes, a revision **may** be necessary.

- If the revision results in a difference of \$100 or less, the only re-approval needed is from your Org Code Owner.
- If the revision is \$101 or more, resubmit the ARF to be re-routed through the approval process.
 - Write any changes on your original ARF and follow the approval process.

--You do not have to attach this page to your request.--

Colorado Community College System
Approval Request Form (ARF)

ARF#

Revision:

TRAVEL DETAILS

Traveler(s) or Meeting Lead	
Meeting Type	
Internal or External Staff	
Org Code(s)	
Source of Funds	
Title of Meeting/Conference	
Purpose/Justification for Meeting	
Meeting Type of Travel	
Mode of Travel	
BH Travel #	
Registration Deadline	
Early Bird Deadline	
Start Date (mm/dd/yyyy)	
Start Time (1-Day Mtg (H:mm:am/pm))	
End Date (mm/dd/yyyy)	
End Time (1-Day Mtg (H:mm:am/pm))	
Meeting Place	
Location (City, State)	
Return ARF To	

of ATTENDEES

System Office #	
System Colleges #	
Outside Organizations #	
Board Members #	

ESTIMATED COSTS (Table fills automatically)

	Travel	Meals	Fees/Other	SubTotals
Employee				
Non-Employee				
SubTotals				
			Rental Space Cost	
			ARF TOTAL	

APPROVALS

Signature of Org Code Owner		Date	
Head of Division (Vice Chancellor or Chief Officer)		Date	
Grants Initials (If needed)		Date	
Budget		Date	
Mark Superka VC for Finance & Administration		Date	

Out of Country:

Notes (For Budget Office Only):

**Colorado Community College System
Approval Request Form (ARF)
Travel Calculation Data**

Enter ALL Necessary Information for each Traveler.
Do NOT change any fields.
All Totals on this page will pull to the ARF Report page.

Title of Meeting/Conference:

Employee Information		Travel				Meals	Fees/Other		
Attendee Name	ORG CODE	Airfare	Mileage <small>Use Calculator</small>	Hotel	Other Travel <small>(Rental Car, Taxi, etc.)</small>	Meals <small>Use Calculator</small>	Registration Fees	Other Non-Travel Expenses	Sub-Total
Totals:									

Non-Employee Information		Travel				Meals	Fees/Other		
Attendee Name	ORG CODE	Airfare	Mileage Use Calculator	Hotel	Other Travel (Rental Car, Taxi, etc.)	Meals Use Calculator	Registration Fees	Other Non-Travel Expenses	Sub-Total
Totals:									

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ARF Calculators

The amounts you calculate on this page will **NOT** automatically pull into the Calculation page. Please type the rounded amounts on that page.
The Per Diem Calculator is meant to be used for one person at a time and then written over. The Mileage Calculator has room for four different travelers.

PerDiem Meals Calculation

	1st Day Calculates at 75%	Other Travel Days						Last Day Calculates at 75%	
Breakfast Costs:									
Lunch Costs:									
Dinner Costs:									
Incidental:									
TOTAL									

Mileage Calculation (2024 Rate)			
Traveler	# of miles	2024 Mileage Rate	Mileage Cost
		\$0.60	
		\$0.60	
		\$0.60	
		\$0.60	

PER DIEM RATE CHART BY AREA

Authorized Per Diem Meal Reimbursement Rates - - **Effective October 1, 2023**

Per Diem Rates Set By the State Each Year

Meal	Area 1 (Base)	Area 2	Area 3	Area 4	Area 5
Breakfast	\$13.00	\$14.00	\$16.00	\$17.00	\$18.00
Lunch	\$15.00	\$16.00	\$17.00	\$18.00	\$20.00
Dinner	\$26.00	\$29.00	\$31.00	\$34.00	\$36.00
Incidental	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
<i>Daily Total</i>	\$59.00	\$64.00	\$69.00	\$74.00	\$79.00
<i>75% of day:</i>	<i>\$44.25</i>	<i>\$48.00</i>	<i>\$51.75</i>	<i>\$55.50</i>	<i>\$59.25</i>

COLORADO IN-STATE PER DIEM

Authorized Per Diem Meal Reimbursement Rates - - **Effective October 1, 2023**

City/Town	County	Rate Area	Breakfast	Lunch	Dinner	Incidental	Daily Max	75% of day
<i>Adams County</i>	<i>Adams County</i>	5	\$18.00	\$20.00	\$36.00	\$5.00	\$79.00	\$59.25
Alamosa	<i>Alamosa</i>	1	\$13.00	\$15.00	\$26.00	\$5.00	\$59.00	\$44.25
<i>Arapahoe County</i>	<i>Arapahoe Cnty</i>	5	\$18.00	\$20.00	\$36.00	\$5.00	\$79.00	\$59.25
Aspen	<i>Pitkin</i>	5	\$18.00	\$20.00	\$36.00	\$5.00	\$79.00	\$59.25
Aurora	<i>Arapahoe</i>	5	\$18.00	\$20.00	\$36.00	\$5.00	\$79.00	\$59.25
Blackhawk	<i>Gilpin</i>	1	\$13.00	\$15.00	\$26.00	\$5.00	\$59.00	\$44.25
Boulder	<i>Boulder</i>	3	\$16.00	\$17.00	\$31.00	\$5.00	\$69.00	\$51.75
Breckenridge	<i>Summit</i>	5	\$18.00	\$20.00	\$36.00	\$5.00	\$79.00	\$59.25
Broomfield	<i>Adams</i>	3	\$16.00	\$17.00	\$31.00	\$5.00	\$69.00	\$51.75
Colorado Springs	<i>El Paso</i>	3	\$16.00	\$17.00	\$31.00	\$5.00	\$69.00	\$51.75
Cortez	<i>Montezuma</i>	2	\$14.00	\$16.00	\$29.00	\$5.00	\$64.00	\$48.00
Craig	<i>Moffat</i>	1	\$13.00	\$15.00	\$26.00	\$5.00	\$59.00	\$44.25
Crested Butte	<i>Gunnison</i>	4	\$17.00	\$18.00	\$34.00	\$5.00	\$74.00	\$55.50
Delta	<i>Delta</i>	1	\$13.00	\$15.00	\$26.00	\$5.00	\$59.00	\$44.25
DENVER	<i>Denver</i>	5	\$18.00	\$20.00	\$36.00	\$5.00	\$79.00	\$59.25
<i>Douglas County</i>	<i>Douglas</i>	3	\$16.00	\$17.00	\$31.00	\$5.00	\$69.00	\$51.75
Durango	<i>La Plata</i>	4	\$17.00	\$18.00	\$34.00	\$5.00	\$74.00	\$55.50
Fort Collins	<i>Larimer</i>	3	\$16.00	\$17.00	\$31.00	\$5.00	\$69.00	\$51.75
Fort Morgan	<i>Morgan</i>	1	\$13.00	\$15.00	\$26.00	\$5.00	\$59.00	\$44.25
Glenwood Sprgs	<i>Garfield</i>	1	\$13.00	\$15.00	\$26.00	\$5.00	\$59.00	\$44.25
Grand Junction	<i>Mesa</i>	1	\$13.00	\$15.00	\$26.00	\$5.00	\$59.00	\$44.25
Grand Lake	<i>Grand</i>	5	\$18.00	\$20.00	\$36.00	\$5.00	\$79.00	\$59.25
Greeley	<i>Weld</i>	1	\$13.00	\$15.00	\$26.00	\$5.00	\$59.00	\$44.25
Gunnison	<i>Gunnison</i>	4	\$17.00	\$18.00	\$34.00	\$5.00	\$74.00	\$55.50
<i>Jefferson County</i>	<i>Jefferson</i>	5	\$18.00	\$20.00	\$36.00	\$5.00	\$79.00	\$59.25
Kremmling	<i>Grand</i>	5	\$18.00	\$20.00	\$36.00	\$5.00	\$79.00	\$59.25
La Junta	<i>Otero</i>	1	\$13.00	\$15.00	\$26.00	\$5.00	\$59.00	\$44.25
Lamar	<i>Prowers</i>	1	\$13.00	\$15.00	\$26.00	\$5.00	\$59.00	\$44.25
Las Animas	<i>Bent</i>	1	\$13.00	\$15.00	\$26.00	\$5.00	\$59.00	\$44.25
Longmont	<i>Boulder</i>	3	\$16.00	\$17.00	\$31.00	\$5.00	\$69.00	\$51.75
Loveland	<i>Larimer</i>	3	\$16.00	\$17.00	\$31.00	\$5.00	\$69.00	\$51.75
Montrose	<i>Montrose</i>	3	\$16.00	\$17.00	\$31.00	\$5.00	\$69.00	\$51.75
Pagosa Springs	<i>Archuleta</i>	1	\$13.00	\$15.00	\$26.00	\$5.00	\$59.00	\$44.25
Pueblo	<i>Pueblo</i>	1	\$13.00	\$15.00	\$26.00	\$5.00	\$59.00	\$44.25
Rangely	<i>Rio Blanco</i>	1	\$13.00	\$15.00	\$26.00	\$5.00	\$59.00	\$44.25
Rifle	<i>Mesa</i>	1	\$13.00	\$15.00	\$26.00	\$5.00	\$59.00	\$44.25
Silverthorne	<i>Summit</i>	5	\$18.00	\$20.00	\$36.00	\$5.00	\$79.00	\$59.25
Steamboat Sprgs	<i>Routt</i>	5	\$18.00	\$20.00	\$36.00	\$5.00	\$79.00	\$59.25
Sterling	<i>Logan</i>	1	\$13.00	\$15.00	\$26.00	\$5.00	\$59.00	\$44.25
Telluride	<i>San Miguel</i>	5	\$18.00	\$20.00	\$36.00	\$5.00	\$79.00	\$59.25
Trinidad	<i>Las Animas</i>	1	\$13.00	\$15.00	\$26.00	\$5.00	\$59.00	\$44.25
Vail	<i>Eagle</i>	5	\$18.00	\$20.00	\$36.00	\$5.00	\$79.00	\$59.25
Westminster	<i>The portion located in Jeffco</i>	5	\$18.00	\$20.00	\$36.00	\$5.00	\$79.00	\$59.25

If your city or county isn't listed, go to the following link to search:
[Government Per Diem Rates by City](#)

OUT-OF-STATE PER DIEM

Per Diem Listings for Main U.S. Cities - - **Effective October 1, 2023**

State	City/Town	Rate Area	Breakfast	Lunch	Dinner	Incidental	Daily Max	75% of day
AL	Birmingham	3	\$16.00	\$17.00	\$31.00	\$5.00	\$69.00	\$51.75
AR	Arizona	3	\$16.00	\$17.00	\$31.00	\$5.00	\$69.00	\$51.75
AZ	Phoenix/Scottsdale	1	\$13.00	\$15.00	\$26.00	\$5.00	\$59.00	\$44.25
AZ	Tucson	2	\$14.00	\$16.00	\$29.00	\$5.00	\$64.00	\$48.00
CA	Los Angeles	4	\$17.00	\$18.00	\$34.00	\$5.00	\$74.00	\$55.50
CA	Oakland	4	\$17.00	\$18.00	\$34.00	\$5.00	\$74.00	\$55.50
CA	San Diego	4	\$17.00	\$18.00	\$34.00	\$5.00	\$74.00	\$55.50
CA	San Francisco	5	\$18.00	\$20.00	\$36.00	\$5.00	\$79.00	\$59.25
CT	Hartford	3	\$16.00	\$17.00	\$31.00	\$5.00	\$69.00	\$51.75
DC	Washington	5	\$18.00	\$20.00	\$36.00	\$5.00	\$79.00	\$59.25
DE	Wilmington	2	\$14.00	\$16.00	\$29.00	\$5.00	\$64.00	\$48.00
FL	Orlando	3	\$16.00	\$17.00	\$31.00	\$5.00	\$69.00	\$51.75
FL	Tampa	3	\$16.00	\$17.00	\$31.00	\$5.00	\$69.00	\$51.75
FL	Fort Lauderdale	3	\$16.00	\$17.00	\$31.00	\$5.00	\$69.00	\$51.75
FL	Miami	3	\$16.00	\$17.00	\$31.00	\$5.00	\$69.00	\$51.75
GA	Atlanta	4	\$17.00	\$18.00	\$34.00	\$5.00	\$74.00	\$55.50
GA	Savannah	3	\$16.00	\$17.00	\$31.00	\$5.00	\$69.00	\$51.75
IA	Cedar Rapids	1	\$13.00	\$15.00	\$26.00	\$5.00	\$59.00	\$44.25
IA	Des Moines	2	\$14.00	\$16.00	\$29.00	\$5.00	\$64.00	\$48.00
ID	Boise	2	\$14.00	\$16.00	\$29.00	\$5.00	\$64.00	\$48.00
IL	Springfield	1	\$13.00	\$15.00	\$26.00	\$5.00	\$59.00	\$44.25
IL	Chicago	5	\$18.00	\$20.00	\$36.00	\$5.00	\$79.00	\$59.25
IN	Indianapolis	3	\$16.00	\$17.00	\$31.00	\$5.00	\$69.00	\$51.75
KS	Kansas City / Overland Park	2	\$14.00	\$16.00	\$29.00	\$5.00	\$64.00	\$48.00
KS	Wichita	1	\$13.00	\$15.00	\$26.00	\$5.00	\$59.00	\$44.25
KY	Louisville	2	\$14.00	\$16.00	\$29.00	\$5.00	\$64.00	\$48.00
LA	Baton Rouge	4	\$17.00	\$18.00	\$34.00	\$5.00	\$74.00	\$55.50
LA	New Orleans	4	\$17.00	\$18.00	\$34.00	\$5.00	\$74.00	\$55.50
MA	Boston/Cambridge	5	\$18.00	\$20.00	\$36.00	\$5.00	\$79.00	\$59.25
MD	Annapolis	3	\$16.00	\$17.00	\$31.00	\$5.00	\$69.00	\$51.75
ME	Bar Harbor	4	\$17.00	\$18.00	\$34.00	\$5.00	\$74.00	\$55.50
MI	Detroit	2	\$14.00	\$16.00	\$29.00	\$5.00	\$64.00	\$48.00
MI	Grand Rapids	2	\$14.00	\$16.00	\$29.00	\$5.00	\$64.00	\$48.00
MN	Minneapolis/St. Paul	2	\$14.00	\$16.00	\$29.00	\$5.00	\$64.00	\$48.00
MN	Rochester	2	\$14.00	\$16.00	\$29.00	\$5.00	\$64.00	\$48.00
MO	St. Louis	2	\$14.00	\$16.00	\$29.00	\$5.00	\$64.00	\$48.00
MO	Kansas City	2	\$14.00	\$16.00	\$29.00	\$5.00	\$64.00	\$48.00
MS	Mississippi	2	\$14.00	\$16.00	\$29.00	\$5.00	\$64.00	\$48.00
MT	Helena	2	\$14.00	\$16.00	\$29.00	\$5.00	\$64.00	\$48.00
NC	Raleigh	2	\$14.00	\$16.00	\$29.00	\$5.00	\$64.00	\$48.00
NC	Charlotte	3	\$16.00	\$17.00	\$31.00	\$5.00	\$69.00	\$51.75
ND	North Dakota	1	\$13.00	\$15.00	\$26.00	\$5.00	\$59.00	\$44.25
NE	Omaha	2	\$14.00	\$16.00	\$29.00	\$5.00	\$64.00	\$48.00

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OUT-OF-STATE PER DIEM

Per Diem Listings for Main U.S. Cities - - **Effective October 1, 2023**

State	City/Town	Rate Area	Breakfast	Lunch	Dinner	Incidental	Daily Max	75% of day
NH	Hanover	2	\$14.00	\$16.00	\$29.00	\$5.00	\$64.00	\$48.00
NJ	Atlantic City	3	\$16.00	\$17.00	\$31.00	\$5.00	\$69.00	\$51.75
NJ	Newark	3	\$16.00	\$17.00	\$31.00	\$5.00	\$69.00	\$51.75
NM	Albuquerque	3	\$16.00	\$17.00	\$31.00	\$5.00	\$69.00	\$51.75
NM	Santa Fe	3	\$16.00	\$17.00	\$31.00	\$5.00	\$69.00	\$51.75
NV	Reno	3	\$16.00	\$17.00	\$31.00	\$5.00	\$69.00	\$51.75
NV	Las Vegas	3	\$16.00	\$17.00	\$31.00	\$5.00	\$69.00	\$51.75
NY	Bronx/Brooklyn	5	\$18.00	\$20.00	\$36.00	\$5.00	\$79.00	\$59.25
NY	Manhattan	5	\$18.00	\$20.00	\$36.00	\$5.00	\$79.00	\$59.25
NY	Buffalo	4	\$17.00	\$18.00	\$34.00	\$5.00	\$74.00	\$55.50
OH	Cleveland	3	\$16.00	\$17.00	\$31.00	\$5.00	\$69.00	\$51.75
OH	Columbus/Dayton	2	\$14.00	\$16.00	\$29.00	\$5.00	\$64.00	\$48.00
OH	Toledo	1	\$13.00	\$15.00	\$26.00	\$5.00	\$59.00	\$44.25
OH	Cincinnati	4	\$17.00	\$18.00	\$34.00	\$5.00	\$74.00	\$55.50
OK	Oklahoma City	2	\$14.00	\$16.00	\$29.00	\$5.00	\$64.00	\$48.00
OK	Tulsa	1	\$13.00	\$15.00	\$26.00	\$5.00	\$59.00	\$44.25
OR	Portland	4	\$17.00	\$18.00	\$34.00	\$5.00	\$74.00	\$55.50
PA	Pittsburgh	2	\$14.00	\$16.00	\$29.00	\$5.00	\$64.00	\$48.00
PA	Philadelphia	5	\$18.00	\$20.00	\$36.00	\$5.00	\$79.00	\$59.25
RI	Providence	2	\$14.00	\$16.00	\$29.00	\$5.00	\$64.00	\$48.00
SC	Charleston	5	\$18.00	\$20.00	\$36.00	\$5.00	\$79.00	\$59.25
SD	Rapid City	2	\$14.00	\$16.00	\$29.00	\$5.00	\$64.00	\$48.00
TN	Nashville	5	\$18.00	\$20.00	\$36.00	\$5.00	\$79.00	\$59.25
TN	Memphis	3	\$16.00	\$17.00	\$31.00	\$5.00	\$69.00	\$51.75
TX	Dallas	3	\$16.00	\$17.00	\$31.00	\$5.00	\$69.00	\$51.75
TX	Fort Worth	2	\$14.00	\$16.00	\$29.00	\$5.00	\$64.00	\$48.00
TX	Houston	3	\$16.00	\$17.00	\$31.00	\$5.00	\$69.00	\$51.75
TX	San Antonio	2	\$14.00	\$16.00	\$29.00	\$5.00	\$64.00	\$48.00
UT	Salt Lake City	2	\$14.00	\$16.00	\$29.00	\$5.00	\$64.00	\$48.00
VA	Norfolk/Portsmouth	1	\$13.00	\$15.00	\$26.00	\$5.00	\$59.00	\$44.25
VA	Williamsburg	2	\$14.00	\$16.00	\$29.00	\$5.00	\$64.00	\$48.00
VA	Richmond	1	\$13.00	\$15.00	\$26.00	\$5.00	\$59.00	\$44.25
VT	Vermont	3	\$16.00	\$17.00	\$31.00	\$5.00	\$69.00	\$51.75
WA	Tacoma	3	\$16.00	\$17.00	\$31.00	\$5.00	\$69.00	\$51.75
WA	Seattle	5	\$18.00	\$20.00	\$36.00	\$5.00	\$79.00	\$59.25
WA	Spokane	3	\$16.00	\$17.00	\$31.00	\$5.00	\$69.00	\$51.75
WI	Milwaukee	2	\$14.00	\$16.00	\$29.00	\$5.00	\$64.00	\$48.00
WV	West Virginia	2	\$14.00	\$16.00	\$29.00	\$5.00	\$64.00	\$48.00
WY	Jackson	5	\$18.00	\$20.00	\$36.00	\$5.00	\$79.00	\$59.25

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