



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

PROCUREMENT SERVICE CENTER

Published on *University of Colorado* (<http://www.cu.edu>)

[Home](#) > Travel Arranger (TA)

Travel Arranger (TA) ^[1]

Effective Date: 7/1/2014

Purpose

The Travel Arranger form has two tabs along the bottom: one to add travel arrangers and another to delete travel arrangers.

Use the ADD Arrangers tab to:

- Identify a travel arranger for 25 or more individuals.
- Add a travel arranger for everyone in an org unit, by using org unit # instead of listing the names of each individual.

Use the DELETE Arrangers tab to:

- Delete a specific travel arranger who currently works on behalf of 25 or more individuals.
- Delete a travel arranger for everyone in an org unit, by using org unit # instead of listing the names of each individual.
- Delete **any number** of inactive travel arrangers (since you can't delete inactive employee travel arrangers yourself).

Only have a few travel arrangers to add or delete? You should make those travel arranger changes within the Concur Travel & Expense System. Refer to the [Step-by-Step Guide Identifying Travel Arrangers](#) ^[2] for further information.

Download the Travel Arranger form below

Files:



copy-form-ta-070114.xlsx^[3]

Source URL: <http://www.cu.edu/psc/forms/travel-arranger-ta>

Links:

[1] <http://www.cu.edu/psc/forms/travel-arranger-ta>

[2] <http://www.cu.edu/psc/policies/identifying-travel-arrangers-concur-travel-expense-system>

[3] <http://www.cu.edu/sites/default/files/policies/40571-travel-arranger-ta/files/copy-form-ta-070114.xlsx>