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## **Travel Arranger (TA)** <sup>[1]</sup>

**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](#) <sup>[2]</sup> for further information.

### **Download the Travel Arranger form below**

#### **Files:**



copy-form-ta-070114.xlsx<sup>[3]</sup>

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**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>