

July 31, 2020

Travel News

Although non-essential travel continues to be suspended – and essential travel requires approval and processing in Concur Request – many departments will be pleased to learn of the following enhancements. Most are the result of PSC work to address specific campus requests.

New! Rental Vehicle Contracts

Our current contracts are with the following agencies:

- Avis, Budget, Enterprise, Hertz, National

The Concur Travel & Expense System, and our travel management company Christopherson Business Travel (CBT), now offer vehicle rental options (domestic and international) **only** through our partner agencies.

Because of risk factors, it's important that you use our partner agencies for your business rental vehicle needs. CU contracts include the following benefits:

- *Provision of Damage Waiver (DW)*. This relieves CU renters and authorized drivers from financial responsibility for loss of, or damage to, the rental vehicle.
- *Insurance coverage allows for companion drivers*. If your spouse accompanies you on a University road trip, your spouse can drive the vehicle with no additional fees and with full coverage.
- *Insurance coverage applies to non-employee vehicle rental for official University business*.
- *No additional fees for young drivers*. Rental car companies traditionally charge additional fees for young renters (drivers under 25 years of age). This fee is waived for drivers aged 18-21 years old (varies by agency).

Employees can take advantage of our vehicle contract rates for personal use. However, DW is not included in personal rentals.

For additional information, see our [Car Rental](#) website.

New! Commercial Vehicle Guidance

Over the years, you've asked for our partner agencies to provide commercial vehicle rental insurance. This is a high priority, for example, when a department transports artwork or research equipment – especially since the truck may serve as a mobile storage unit in addition to serving for transport. This is also applicable when a department conducts cross-campus office/lab moves.

So, we're delighted to let you know that our contract with Enterprise now includes insurance when renting commercial vehicles (trucks). For details, see our new [Commercial Vehicle Rental website](#).

Delegates Can Submit Concur Requests

Concur Request now allows delegates to submit a request for travel approval on behalf of the employee traveler.

Internet Airfare Policy Update

Effective August 1, 2020, the [Internet Airfare Purchases](#) policy will require a comparison quote from Concur for the **exact itinerary** as the internet airfare you're interested in purchasing. Our travel procedures allow for internet airfare purchases if you demonstrate that there is a cost savings to the University. To demonstrate cost savings, you must fulfill **all of the following requirements**:

- Obtain a comparison quote from Concur **prior to** the internet purchase
- Effective 8/1/20, the comparison quote must be for the exact itinerary - **same travel dates, times, and airline/s**.
- Total cost of the internet purchase must be **less than** the Concur quote
- Purchase must be made using a personal credit card and reimbursement requested after the trip concludes (copy of comparison quote must be attached to trip expense report)

The best practice is to purchase airfare through Concur/CBT. However, as travel resumes, please be aware of the new comparison quote requirements.

New! United Offers New Flights to Shanghai

Effective July 8, 2020, United is offering limited passenger service from San Francisco to Shanghai! Outbound flights are scheduled on Wednesdays and Fridays.

Southwest Airlines Highlights CU Partnership

We're pleased to share greetings via a [new video](#) from Dave Harvey, Vice President of Southwest Business.

Travel Partner News:

New Website Shares Promotions/Updates

As part of the University's managed travel program, we've developed partnerships with several key providers -- airlines, airport parking companies, hotels, and rental vehicle agencies. We encourage you to check out our new [Travel Partner News](#) website to learn about updates and promotions.

New Video: Monitoring COVID Supplies

Your [COVID Supplies request](#) is combined with other departments' requests into a consolidated shopping cart for PSC processing. To track your requests:

1. Look up your original req to see if it's been consolidated and sourced to a purchase order.
2. Monitor the purchase order for updates and instructions from the purchasing agent.

Check out our new video, [Tracking COVID Supply Requests](#).