

November 23, 2020

Coming soon: Airfare Reconciliation in Concur

There's a big change coming early January 2021: the ability to import airfare expenses into Concur travel reports.

Currently, when you book an airline ticket in the Concur Travel & Expense System, or through a Christopherson Business Travel agent, the ticket is charged to the University's Ghost Card (so-called because no physical card exists for the account). The PSC then processes a Journal Entry, charging the total cost of each ticket to the SpeedType identified during the booking process.

With the new process, each Ghost Card transaction will be an available expense in Concur. You'll import it into the appropriate expense report (employee or non-employee). Advantages of the new process include:

- You'll be able to create a comprehensive expense report that includes (1) tickets charged to the Ghost Card, (2) transactions on the Travel Card, and, (3) out-of-pocket (personally paid) expenses for reimbursement.
- You'll be able to split the cost of the airline ticket between more than one SpeedType during the Concur expense report reconciliation process.

Look for more information in future issues of the PSC COMMUNICATOR newsletter.

Southwest Airlines Coming to Colorado Springs Airport

Southwest Airlines has announced plans to begin serving Colorado Springs.

Look for additional information in future PSC COMMUNICATOR newsletters.

Win an Airline Ticket!

Southwest Airlines Holiday Contest

Answer the question below for a chance to win a free roundtrip ticket on Southwest Airlines.

Southwest Airlines recently announced three brand-new Colorado destinations – what are those three cities?

- Email your answer, using the subject line University of Colorado - Holiday Giveaway, to SWAengagement@wnco.com.
- Submit your email by December 15, 2020.
- Submissions must come from your University of Colorado email domain.

Three (3) winners will be selected and notified by December 22, 2020.

New: Booking Rail in Concur

Over time, we've seen an increased interest in traveling by rail – for sustainability purposes as well as for possible COVID concerns. So, we're pleased to announce that you can now use Concur to book train travel for domestic trips on Amtrak and international trips on VIA Rail in Canada. To book rail travel in Concur, see the new tab with a Train icon in the Trip Search area of your Concur home page. Note:

- **Use Concur to book commuter train trips** through the designated providers (Amtrak in the U.S., VIA Rail in Canada). For overnight train travel, and for travel in international locations other than Canada, contact a Christopherson Business Travel agent for advice.
- **You'll need a University Travel Card or personal credit card** identified in your [Concur Profile](#) to complete your booking (just as you do for booking a hotel room in Concur).
- **Your rail purchase is immediate.** This is *unlike* your airfare purchase in Concur (24-hour window for cancellation) or your hotel booking (cancellation policies set by the hotel) or rental car booking (reservation only).

Remember that travel currently requires pre-approval. This means you'll need to provide an approved Concur Request ID in order to complete your rail booking.

United Offers Limited-Time Discount on Personal Travel

Thanks to our corporate partnership with United Airlines, CU employees can now book discounted personal travel – up to 10% off domestic trips, with varying discounts on international trips. United's [Break from Business](#) offer is available now and will be active through March 2021.

If you're traveling with friends and family, you can extend the same discount for the same trip to up to eight friends and family members. Note:

- To access the discount, first be sure your MileagePlus account is in your [Concur Profile](#).
- Then, go to www.united.com to view discounts and book personal trips. (Do not book personal travel in Concur.)

For details and instructions, see our [Travel Partner News](#) webpage.