Booking Travel [1]

Before you book a trip, there are a few things you need to do:

1. Complete your Profile in the Concur Travel & Expense System (Concur [2])
2. Download Travel Apps [3]
3. Review the Procurement Service Center (PSC) Procedural Statement Travel [4]

How you book travel depends on your role at the University:

Booking Travel - Employee

All domestic and international travel must be approved prior to booking a trip. All international travel must be approved using Concur Request [5] and you will need to enter your Request ID to finalize your international reservation. It is recommended that domestic travel be approved using Concur Request [5], however, the department can elect to use an internal travel pre-approval process. Please defer to your department to determine what domestic pre-approval process is appropriate for you.

As an employee, you can book your domestic and international trips through the Concur Travel & Expense System (Concur) [7] or through a Christopherson Business Travel (CBT) [8] travel agent.

Airfare is charged to a central card (airfare card) and reconciled by the PSC. The airfare charges will appear in the Concur profile of the individual who booked the trip with in a few days of the reservation being made.

If you have not already done so, you may want to obtain a Travel Card [9] to facilitate payment of your other travel-related expenses.

If you are new to the University or travel infrequently, please visit the Infrequent Traveler links below.


Booking Travel - Non-Employee
For domestic and international travel by non-employees, the sponsoring department should request review and approval outside the Concur system. See Booking Non-Employee Trips. Approval should be obtained in writing and then provided to CBT (if booking through an agent) or attached to the Concur expense report (for non-employee reimbursements). When using University funds to pay for a non-employee’s trip, the sponsoring unit has three options for booking travel.

- **Book travel on behalf of the non-employee using Concur:** If you’re a travel arranger, you can use the Concur Travel & Expense System (Concur) to book travel for a non-employee. In Concur, this is known as guest booking. There is no service fee when booking airfare in Concur.

- **Authorize the non-employee to book their travel through Christopherson Business Travel:** You can authorize the non-employee to work directly with a Christopherson Business Travel (CBT) agent by submitting CBT’s Non-Employee Travel Request form. There is a $20 service fee when booking airfare through CBT.

- **Authorize the non-employee to make their own travel arrangements and request reimbursement.** You can allow the non-employee to make their own travel arrangements and submit for reimbursement after the trip is complete.

For detailed procedures on each of these options, see Concur How-to: Booking Non-Employee Trips.

**Important!** When working with an Independent Contractor according to the Scope of Work (SOW) process, the non-employee’s travel expenses must be identified on the SOW form and covered using the same procurement method as the service payment.

**Booking Travel - Student**

Student employees traveling on University business follow the guidelines set forth for employees in the PSC Procedural Statement Travel.

Students who are not employees, and who will be traveling on official University business, follow the guidelines for non-employee travel.

**Group Travel**

The University defines group travel as three (3) or more employees/non-employees traveling to the same location for the same official University business.

Christopherson Business Travel (CBT) defines group travel for booking airline tickets as ten (10) or more employees/non-employees traveling together.

**Learn more about group travel?**

**When your trip is over**

Use the Concur Travel & Expense System (Concur) to reconcile your Travel Card charges.
and/or get reimbursed for out-of-pocket expenses.

Go to Reconciling Expenses [16]

Source URL: https://www.cu.edu/psc/book-travel

Links