

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. It is recommended that domestic travel be approved using [Concur Request](#) ^[5]. All international travel must be approved using [Concur Request](#) and you will need to enter your Request ID to finalize your international reservation.

As an employee, you can book your domestic and [international](#) ^[6]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 (ghost card) and reconciled by the PSC.

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.

[Domestic Travel](#) ^[10] [International Travel](#) ^[11]

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](#). ^[12] 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 [13]. 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 [12].

Important! When working with an Independent Contractor according to the Scope of Work (SOW) process [14], 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 [4].

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 ? [15]

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

- [1] <https://www.cu.edu/psc/book-travel>
- [2] <https://www.cu.edu/psc/training/booking-travel/updating-your-profile-concur>
- [3] <https://www.cu.edu/psc/training/using-travel-apps>
- [4] <https://www.cu.edu/psc-procedural-statement-travel>
- [5] <https://www.cu.edu/psc/training/booking-travel/requesting-approval-international-travel>
- [6] <https://www.cu.edu/psc/international-travel-booking-concur>
- [7] <https://www.cu.edu/psc/training/booking-travel/concur-how-booking-travel>
- [8] <https://www.cu.edu/psc/christopherson-business-travel>
- [9] <https://www.cu.edu/psc/forms/cardholder-application-travel-card-ca-tc>
- [10] <https://www.cu.edu/psc/domestic-travel-employees>
- [11] <https://www.cu.edu/psc/international-travel-employees>
- [12] <https://www.cu.edu/psc/training/booking-travel/booking-non-employee-trips>
- [13] <https://legacy.cbtravel.com/business/request/cuttravel/>
- [14] <https://www.cu.edu/employee-services/collaborative-hr-services/cu-campuses/scope-work-sow-independent-contractor>
- [15] <https://www.cu.edu/psc/group-travel>
- [16] <https://www.cu.edu/psc/reconciling-expenses>