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

Pre-approval is required for all trips. In response to the coronavirus (COVID-19) and effective March 12, 2020, all domestic and international travel must be approved using Concur Request [5] prior to booking a trip.

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 (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.


Booking Travel - Non-Employee

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[12]. 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][13].

**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]

**Are you an infrequent traveler?**

You may want to visit the links below. They offer good tips and reminders for infrequent travelers.

- [Booking a Trip][16]
- [Just Before You Go][17]
- [Welcome Back][18]
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 [19]

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

Links
[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
[15] https://www.cu.edu/psc/group-travel
[16] https://www.cu.edu/psc/infrequent-traveler-booking-trip
[17] https://www.cu.edu/psc/infrequent-traveler-just-you-go
[18] https://www.cu.edu/psc/infrequent-traveler-welcome-back
[19] https://www.cu.edu/psc/reconciling-expenses