

Concur Expense: Reassigning Airfare ^[1]

Request to Reassign Airfare Charges ^[2]

If the traveler is an **inactive** employee, please **do not** submit a request to have their airfare reassigned. Instead, please work with the PSC Service Desk at PSC@cu.edu ^[3] to have the delegate submission enabled on the inactive employee's Concur profile for the airfare transaction(s).

Traveler Name *

First

Last

Charge Amount(s) *

\$

Transaction Date(s) *

Month

Day

Year

☐ Add More

Charges

Charge Amount(s)

\$

Transaction Date(s)

Month

Day

Charge Amount(s)

\$

Transaction Date(s)

Month

Day

Charge Amount(s)

\$ _____

Transaction Date(s)

Month

Day

Charge Amount(s)

\$ _____

Transaction Date(s)

Month

Day

Charge(s) Currently Assigned To: _____

Name *

First

Last

Is the individual still employed by the University? *

If you answer 'No' to this question, please do not submit this form, and instead reach out to PSC@cu.edu [3] for assistance with enabling delegate submission for the outstanding airfare transactions in Concur.

Employee ID *

#

Reassign Charge(s) To: _____

(Enter "unknown" under "Name" if you do not know who the charge needs to be assigned to)

Name *

First

Last

Employee ID *

#

(Enter "999999" if unknown)

Comments

Your Email *

Submit

Procurement Service Center

Source URL:<https://www.cu.edu/psc/concur-expense-reassigning-airfare>

Links

[1] <https://www.cu.edu/psc/concur-expense-reassigning-airfare> [2] <https://www.cu.edu/psc/forms/request-reassign-airfare-charges> [3] <mailto:PSC@cu.edu>