## 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) *
\$ $\qquad$
Transaction Date(s) *


Add More
Charges
Charge Amount(s)
\$
Transaction Date(s)

| Month | $\boldsymbol{v}$ |
| :--- | :--- |
|  |  |
|  |  |

Charge Amount(s)
\$
Transaction Date(s)

| Month | Day |
| :--- | :--- | :--- | :--- |

Charge Amount(s)
\$ $\qquad$
Transaction Date(s)

| Month |
| :--- |
| $\square$ |

Day

Charge Amount(s)
\$ $\qquad$
Transaction Date(s)

| Month |
| :--- |
| $\square$ |

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 *

\# $\qquad$

Reassign Charge(s) To:
Name *
First
Last

Employee ID *
\# $\qquad$

Comments

## Your Email *

## 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

