Published on *University of Colorado* (https://www.cu.edu)

Request to Reassign Airfare Charges [1]

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 [2] 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 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

Source URL:https://www.cu.edu/psc/forms/request-reassign-airfare-charges

Links
[1] https://www.cu.edu/psc/forms/request-reassign-airfare-charges [2] mailto:PSC@cu.edu