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]

Procurement Service Center

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