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

<table>
<thead>
<tr>
<th>Charges</th>
<th></th>
<th></th>
</tr>
</thead>
</table>
| 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:
Name *
First _____________________ Last ______________________

Employee ID *
# ______________________

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