Internet Airfare [1]

Notice: External internet airfare purchases are not allowable during the coronavirus health crisis. See PSC Updates Related to the Coronavirus-Travel [2].

The University has a managed travel program that includes the Concur Travel & Expense System (Concur) for online domestic/international bookings and Christopherson Business Travel (CBT) for group travel and for domestic/international bookings.

If you are considering purchasing airfare through the internet (instead of booking through Concur/CBT), it’s important that you follow the PSC Procedural Statement Travel [3] to ensure you will be reimbursed for your purchase.

Our travel procedures allow for internet airfare purchases if you demonstrate that there is a cost savings to the University. To demonstrate cost savings, you must fulfill all of the following requirements:

- Obtain a comparison quote from Concur prior to the internet purchase;
- The comparison quote must be for the exact itinerary - same travel dates, times, routes, and airline/s as the planned internet purchase;
- Total cost of the internet purchase must be less than the Concur quote; and,
- Purchase must be made using a personal credit card and reimbursement requested after the trip concludes (copy of comparison quote must be attached to the trip expense report).

Source URL: https://www.cu.edu/psc/internet-airfare

Links