

Booking Travel (including use of Concur Travel) ^[1]

For information on how to travel, see [Travel](#) ^[2].

Logging into the Concur Travel & Expense System

Log in to your [campus portal](#) ^[3] and on the **CU Resources Home** tab, click the **Concur Travel & Expense System** tile.

Profile & E-Receipts

Manage your profile within the Concur Travel & Expense System.

- [Completing Your Profile in Concur](#) ^[4]
- [Activating E-Receipts](#) ^[5]
- [Identifying Travel Arrangers](#) ^[6]

Booking a Trip

Book airline tickets, hotels, and/or rental cars for yourself or for others.

- [Requesting Approval for International Travel](#) ^[7]
- [Approving International Travel Requests](#) ^[8]
- [Booking Travel in Concur](#) ^[9]
- [Booking Non-Employee Trips](#) ^[10]
- [Logging International University Travel in? iSOS](#) ^[11]
- [Requesting Cash Advances for University Trips](#) ^[12]
- [Approving Cash Advances](#) ^[13]
- [Acting as a Delegate or Travel Arranger](#) ^[14]

Source URL: <https://www.cu.edu/psc/training/booking-travel-including-use-concur-travel>

Links

[1] <https://www.cu.edu/psc/training/booking-travel-including-use-concur-travel>

[2] <https://www.cu.edu/psc/travel>

[3] <http://my.cu.edu>

[4] <https://www.cu.edu/psc/training/booking-travel/completing-your-profile-concur>

[5] <https://www.cu.edu/node/40690>

[6] <https://www.cu.edu/node/40691>

[7] <https://www.cu.edu/psc/training/booking-travel/requesting-approval-international-travel>

[8] <https://www.cu.edu/psc/training/booking-travel/approving-international-travel-requests>

[9] <https://www.cu.edu/psc/training/booking-travel/concur-how-booking-travel>

[10] <https://www.cu.edu/psc/training/booking-travel/booking-non-employee-trips>

[11] <https://www.cu.edu/psc/training/booking-travel/logging-international-university-travel-isos>

[12] <https://www.cu.edu/psc/training/booking-travel/requesting-cash-advances-university-trips>

[13] <https://www.cu.edu/psc/training/booking-travel/approving-cash-advances>

[14] <https://www.cu.edu/psc/training/booking-travel/acting-delegate-or-travel-arranger>