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.

- Acting as a Delegate or Travel Arranger [7]
- Booking Travel in Concur (Domestic) [8]
- Requesting Approval for International Travel [9]
- Approving International Travel Requests [10]
- Logging International University Travel in? iSOS [12]
- Booking Non-Employee Trips [13]
- Requesting Cash Advances for University Trips [14]
- Approving Cash Advances [15]

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
[5] https://www.cu.edu/node/40690
[6] https://www.cu.edu/node/40691
[8] https://www.cu.edu/psc/training/booking-travel/concur-how-booking-travel
[10] https://www.cu.edu/psc/training/booking-travel/approving-international-travel-requests
[14] https://www.cu.edu/psc/training/booking-travel/requesting-cash-advances-university-trips
[15] https://www.cu.edu/psc/training/booking-travel/approving-cash-advances