

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.

Pre-approval is required for all trips. In response to the coronavirus (COVID-19) and effective March 12, 2020, all domestic and international travel must be approved using [Concur Request](#) ^[7] prior to booking a trip.

Need to change or cancel an airline ticket booked in Concur? You'll need to contact a [Christopherson Business Travel \(CBT\) agent](#) ^[8] to change the flight.

- [Acting as a Delegate or Travel Arranger](#) ^[9]
- [Booking Travel in Concur \(Domestic\)](#) ^[10]
- [Requesting Approval for International Travel](#) ^[7] (*effective March 12, 2020, also applies to domestic travel*)
- [Approving International Travel Requests](#) ^[11] (*effective March 12, 2020, also applies to domestic travel*)
- [Booking International Airfare in Concur](#) ^[12]
- [Logging International University Travel in? iSOS](#) ^[13]
- [Booking Non-Employee Trips](#) ^[14]
- [Requesting Cash Advances for University Trips](#) ^[15]
- [Approving Cash Advances](#) ^[16]

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