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.

All domestic and international travel must be approved prior to booking a trip. All international travel must be approved using Concur Request [7] and you will need to enter your Request ID to finalize your international reservation. It is recommended that domestic travel be approved using Concur Request [7], however, the department can elect to use an internal travel pre-approval process. Please defer to your department to determine what domestic pre-approval process is appropriate for you.

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 Travel Pre-Approval [11]
- Approving Travel Requests [12]
- Booking International Airfare in Concur [13]
- Logging International University Travel in? iSOS [14]
- Booking Non-Employee Trips [15]
- Requesting Cash Advances for University Trips [16]
- Approving Cash Advances [17]

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

Links