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 Travel Pre-Approval [7] (formerly "Requesting Approval for International Travel" - effective March 12, 2020, also applies to domestic travel)
- Approving Travel Requests [11] (formerly "Approving International Travel Requests" - 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
[5] https://www.cu.edu/node/40690
[6] https://www.cu.edu/node/40691
[8] https://www.cu.edu/psc/christopherson-business-travel
[9] https://www.cu.edu/psc/training/booking-travel/acting-delegate-or-travel-arranger
[10] https://www.cu.edu/psc/training/booking-travel/concur-how-booking-travel
[12] https://www.cu.edu/psc/concur-how-international- aire-concur
[16] https://www.cu.edu/psc/training/booking-travel/approving-cash-advances