

Resources for Concur - Booking Travel ^[1]

The following information is supplemental to the Concur - Booking Travel Skillsoft course and may be helpful as you book university travel.

PSC Website

The PSC website contains information on travel policies, procedures, and instructions. The [Travel page](#) ^[2] offers information about the university's managed travel program and top travel links.

The Travel Card

The Travel Card is used by the cardholder to cover most expenses related to official university business travel. Successful completion of the online Travel and Travel Card course (including passing the quiz) is required in order to obtain the card.

Take the course

The Travel and Travel Card course is delivered online in SkillSoft. Log in to your campus portal and on the **CU Resources Home** tab, click the **Skillsoft** tile.

[Launch the Concur - Booking Travel course.](#) ^[3]

To request the Travel Card, submit the [Cardholder Application – Travel Card](#) ^[4] form, available on the [PSC Forms](#) ^[5] page. Travel Card Handbook is available [here](#) ^[6].

Updating Your Profile

Before booking travel, you should [complete your profile in Concur](#) ^[7].

Your profile is where you'll identify Travel Arrangers and/or expense delegates.

- A travel arranger (also called a travel assistant) is an individual authorized to book travel on behalf of another person in Concur. [Learn how to identify travel arrangers](#) ^[8].
- A delegate is an individual authorized to process expense reports on behalf of another person in Concur. [Learn how to identify delegates](#) ^[9].

Concur Travel & Expense Learning Resources

[How-to videos and instructions](#) ^[10] are available online.

PSC COMMUNICATOR Newsletter

The [PSC newsletter](#) ^[11] frequently includes information on travel.

Links

[1] <https://www.cu.edu/psc/training/online-course-resources/concur-booking-travel>

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

[3]

<https://universityofcolorado.skillport.com/skillportfe/custom/login/saml/login.action?courseaction=launch&assetid>

[4] <https://www.cu.edu/psc/forms/cardholder-application-travel-card-ca-tc>

[5] <https://www.cu.edu/psc/forms-0>

[6] <https://www.cu.edu/psc/policies/travel-card-handbook>

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

[8] <https://www.cu.edu/psc/training/booking-travel/identifying-travel-arrangers>

[9] <https://www.cu.edu/psc/concur-how-identifying-delegates-concur-travel-expense-system>

[10] <https://www.cu.edu/psc/training>

[11] <https://www.cu.edu/psc/newsletter>