Resources for Travel [1]

The Travel & Travel Card online course explains the policies and procedures related to university travel. This course is required if you want to obtain a Travel Card.

Who should take it

You should take this course if your job requires you to do one or more of the following:

- Travel
- Approve travel
- Arrange travel for others (Travel Arranger)

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. On the Skillsoft home page, click the button for your campus. On the left of the page, select the Procurement sub-category. Select CU: Travel and Travel Card and click Launch.

Getting the Travel Card

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

PSC Website

The PSC website contains information on travel policies, procedures, and instructions, including:

- PSC Procedural Statement Travel
- PSC Procedural Statement Business Expense Reimbursement
- PSC Procedural Statement Cash Advances
- Travel Card Handbook
- Cash Advance Setup form
- Cardholder Application – Travel Card

Internet Airfare

Airfare should be booked through Concur or Christopherson Business Travel. If you are considering purchasing airfare through the internet you must follow detailed requirements [2].
International Travel

Prior to booking a trip abroad, employees must submit a request for pre-approval of international travel using Concur Request. Concur routes the Request for approval from the department and from the designated International Travel Approver (officer) for the traveler’s organizational unit; if high-risk destinations are involved, Concur also routes the Request to the appropriate chancellor/president or their delegate. All approvals must be obtained prior to booking the trip.

Concur Travel & Expense Learning Resources

How-to videos and instructions [3] are available online.

PSC COMMUNICATOR Newsletter

The PSC newsletter [4] frequently includes information on travel.

To receive the newsletter, email uis.cu.edu and ask to be added to the User Alert List.

Source URL: https://www.cu.edu/psc/training/online-course-resources/travel

Links

[1] https://www.cu.edu/psc/training/online-course-resources/travel
[3] https://www.cu.edu/psc/training