

## **Resources for Travel** <sup>[1]</sup>

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.

[Launch the Travel and Travel Card Training.](#) <sup>[2]</sup>

### **Getting the Travel Card**

Travel Card [applications](#) are now being processed electronically via [Request](#) <sup>[3]</sup> in the Concur Travel and Expense Management System. You can access Concur from the associated tile found in the [employee portal](#) <sup>[4]</sup>. Applications submitted in Concur Request will route electronically for approvals in the system. Success 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](#) <sup>[5]</sup>
- [Finance Procedural Statement: Business Expense Reimbursement](#) <sup>[6]</sup>
- [PSC Procedural Statement Cash Advances](#) <sup>[7]</sup>
- [Travel Card Handbook](#) <sup>[8]</sup>
- [Cash Advance Setup form](#) <sup>[9]</sup>
- [Cardholder Application –Travel Card](#) <sup>[10]</sup>

### **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](#) <sup>[11]</sup>.

## 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 <sup>[12]</sup> are available online.

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

### Links

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

[2]

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

[3] <https://www.cu.edu/psc/concur-card-application-requests-and-other-release-updates> [4]

<https://my.cu.edu/> [5] <https://www.cu.edu/psc-procedural-statement-travel>

[6] <https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-business-expense> [7] <https://www.cu.edu/psc/procedures/cash-advances>

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

[9] <https://www.cu.edu/psc/forms/cash-advance-setup-cas> [10] <https://www.cu.edu/psc/forms/cardholder-application-travel-card-ca-tc> [11] <https://www.cu.edu/psc/internet-airfare> [12] <https://pschelp.cu.edu/s/>