The University's managed travel program is designed to meet the travel needs of all individuals who travel on official University business.

**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** prior to booking a trip.

Use the Concur Travel & Expense System (Concur) to book domestic and international travel and to process expense reports. Use the University's travel management company, Christopherson Business Travel (CBT), to book group travel; you can also use CBT for individual domestic and international bookings, if desired.

**To get started, click a link below.**

- [Book Travel](https://www.cu.edu/psc/book-travel)
- [Travel Apps](https://www.cu.edu/psc/training/using-travel-apps)
- [Reconcile Expenses](https://www.cu.edu/psc/reconciling-expenses)

**Are you an infrequent traveler?**

You may want to visit the links below. They offer good tips and reminders for infrequent travelers.

- [Booking a Trip](https://www.cu.edu/psc/infrequent-traveler-booking-trip)
- [Just Before You Go](https://www.cu.edu/psc/infrequent-traveler-just-you-go)
- [Welcome Back](https://www.cu.edu/psc/infrequent-traveler-welcome-back)

**Source URL:** https://www.cu.edu/psc/travel

**Links**

1. [https://www.cu.edu/psc/travel](https://www.cu.edu/psc/travel)
3. [https://www.cu.edu/psc/international-travel-booking-concur](https://www.cu.edu/psc/international-travel-booking-concur)
5. [https://www.cu.edu/psc/training/using-travel-apps](https://www.cu.edu/psc/training/using-travel-apps)
6. [https://www.cu.edu/psc/reconciling-expenses](https://www.cu.edu/psc/reconciling-expenses)
7. [https://www.cu.edu/psc/infrequent-traveler-booking-trip](https://www.cu.edu/psc/infrequent-traveler-booking-trip)
8. [https://www.cu.edu/psc/infrequent-traveler-just-you-go](https://www.cu.edu/psc/infrequent-traveler-just-you-go)