The University of Colorado’s managed travel program supports the robust and complex travel needs of all individuals who travel on university business.
— The Travel Card
— International Travel
— Travel Pre-Approvals

— Booking a trip Through Concur
— Booking through an agent (full service) Airfare, Hotel, Car
— And more

— Receipt Management
— Airport Parking
— Support while Traveling

— Employee Travel Expense Processing
— Non-Employee Travel Expense Processing

The travel program works to:
Facilitate a safe and efficient travel experience for faculty, staff, students and guests
Support travelers in navigating and applying required policies and processes
Develop and maintain strategic partnerships with valued partners for negotiated rates and offerings that reduce the overall cost of travel

Resources found on these pages support both employee and non-employee travel.

Resources:
Access Concur via your campus portal
University Risk Management - Travel
U.S. State Department Smart Traveler Enrollment Program
- Booking Through an Agent [9]
- Request to Reassign Airfare Charges [10]
- Calculating Reimbursable Mileage and Ground Transportation [11]

Related Articles

- Concur Expense: Reconciling Employee Travel [12]
- Concur Expense: Managing Itineraries & Travel Allowance (Per Diem/Meals) for Employees [13]
- Concur Expense: Mileage Reimbursements [14]
- Concur Request: Creating and Submitting Travel Pre-Approval Requests [15]
- Concur Request: Managing Requests [16]
- Concur Request: Viewing Requests [17]
- Concur Travel: Booking Airfare in Concur [18]
- CU Travel: Booking Non-Employee Travel [19]

SEARCH ALL ARTICLES [20]

Policies and Procedures

- PSC Procedural Statement: Travel [21]
- PSC Procedural Statement: Cash Advances [22]
- APS 4024 - Travel Authorization Policy [23]
- Internet Airfare [26]

VIEW ALL PROCEDURES [27]

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

Links
[12] https://pschelp.cu.edu/s/article/Concur-Expense-Reconciling-Employee-Travel
[17] https://pschelp.cu.edu/s/article/Concur-Request-Viewing-Requests