

Travel ^[1]

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 ^[2] prior to booking a trip.

Use the Concur Travel & Expense System (Concur) to book domestic and international ^[3] 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](#) ^[4]

[Travel Apps](#) ^[5]

[Reconcile Expenses](#) ^[6]

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](#) ^[7]
 - [Just Before You Go](#) ^[8]
 - [Welcome Back](#) ^[9]
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Source URL: <https://www.cu.edu/psc/travel>

Links

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

[2] <https://www.cu.edu/psc/training/booking-travel/requesting-approval-international-travel>

[3] <https://www.cu.edu/psc/international-travel-booking-concur>

[4] <https://www.cu.edu/psc/book-travel>

[5] <https://www.cu.edu/psc/training/using-travel-apps>

[6] <https://www.cu.edu/psc/reconciling-expenses>

[7] <https://www.cu.edu/psc/infrequent-traveler-booking-trip>

[8] <https://www.cu.edu/psc/infrequent-traveler-just-you-go>

[9] <https://www.cu.edu/psc/infrequent-traveler-welcome-back>