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Travel [1]



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

[2]

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

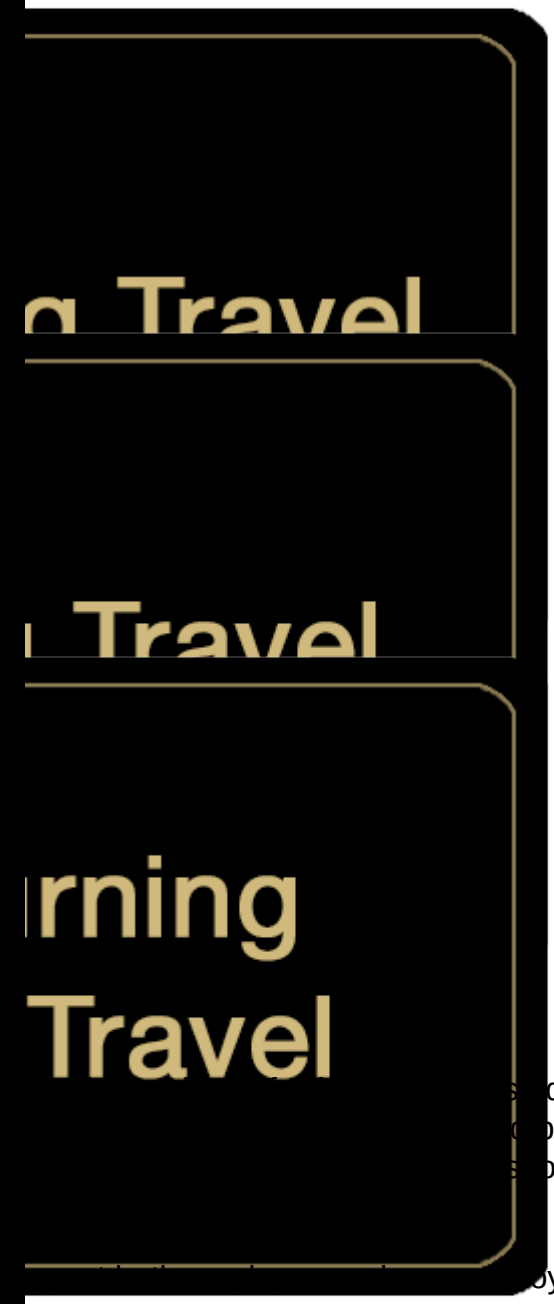
[3]

— Receipt Management
— Airport Parking
— Support while Traveling

[4]

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

[5]



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processes
r negotiated rates

yee travel.

ence Form [6] to help us improve the CU Travel Program.

- Access Concur via your campus portal [8]
- University Risk Management - Travel [9]
- U.S. State Department Smart Traveler Enrollment Program [10]
- Booking Through an Agent [11]
- Request to Reassign Airfare Charges [12]
- Calculating Reimbursable Mileage and Ground Transportation [13]
- Travel Support and Experience Form [6]

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- Concur Expense: Managing Itineraries & Travel Allowance (Per Diem/Meals) for Employees [15]
- Concur Expense: Mileage Reimbursements [16]
- Concur Request: Creating and Submitting Travel Pre-Approval Requests [17]
- Concur Request: Managing Requests [18]
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- CU Travel: Booking Non-Employee Travel [21]

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Policies and Procedures

- PSC Procedural Statement: Travel [23]
- PSC Procedural Statement: Cash Advances [24]
- APS 4024 - Travel Authorization Policy [25]
- Finance Procedural Statement: Business Expense Substantiation & Tax Implications [26]
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