

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.

**Before You
Travel**

- 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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Travel

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Travel

students and guests
processes
for negotiated rates

employee travel.

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

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- [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]
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Policies and Procedures

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- [APS 4024 - Travel Authorization Policy](#) [25]
- [Finance Procedural Statement: Business Expense Substantiation & Tax Implications](#) [26]
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Source URL: <https://www.cu.edu/psc/travel>

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[5] <https://www.cu.edu/psc/travel/returning-travel>

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