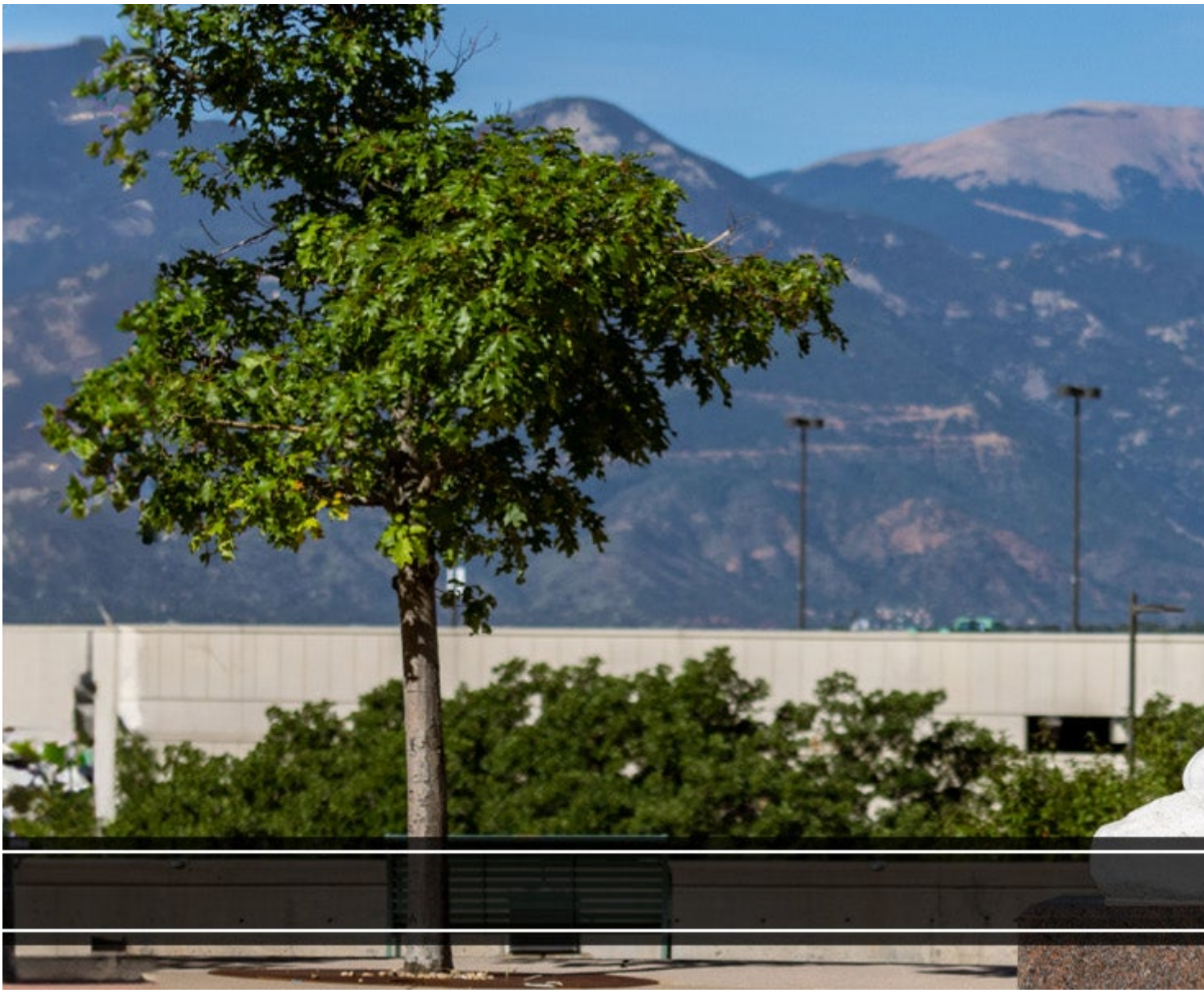
Published on *University of Colorado* (https://www.cu.edu)

Booking Travel [1]



Resources found in the links below will help travelers plan university business trips with the most up-to-date information on booking methods, travel contacts, and other available resources. The university's online booking tool is Concur Travel, and the contracted travel agency is Christopherson Business Travel (CBT). The university's expense management system is Concur Expense.

Booking a Trip Through Concur

[2]
Concur is an online tool that allows employees access to create individual domestic and international bookings for employees and guests.

Full Service Booking Through an Agent [3]
Full-service booking support is available through our travel management company Christopherson Business Travel.

Group Travel [4]
CU defines group travel as 3 or more employees/non-employees traveling to the same location for the same official University business.

Vehicle Rental [5]
The University contracts with rental vehicle agencies include passenger cars as well as commercial vehicles.

Non-Employee Travel [6]
Learn more about the pre-approval and travel booking process when making arrangements for non-employee (guest) travelers.

Travel Promotions [7]
Discover university travel partnerships for efficient and cost-effective travel solutions.

Personal Travel Combined with Business Travel [8]
When traveling for the University, there are additional steps to take when combining a business trip with personal travel.

Airport Parking [9]
Discounts on parking near Denver International Airport are offered to all University of Colorado employees for both personal and business travel.

Rideshare [10]
Rideshare services provide ground transportation on short notice via a mobile application or business portal.

Preferred Local Hotel [11]
PSC has relationships with local hotels in and around Boulder, the Denver Metro area, and Colorado Springs to provide a local preferred hotel program.

Selecting Airfare [12]
Learn more about the key factors to consider when selecting airfare for university business travel.

Internet Airfare [13]
Airfare should be booked through CU's managed travel program unless eligible for an exception as outlined in the Internet Airfare Policy.

Resources

- Travel FAQ [14]
- Access Concur login via your campus portal [15]
- University Risk Management - Travel [16]
- Christopherson Business Travel - Non-Employee Travel Request Form [17]
- Preferred Hotel Program (Local) [18]
- U.S. State Department Smart Traveler Enrollment Program [19]
- Request to Reassign Airfare Charges [20]
- Meals & Incidentals (M&IE) rates and breakdown (Per Diem) [21]
- Calculating Reimbursable Mileage and Ground Transportation [22]
- Travel Support and Experience Form [23]

Related Articles

- Concur Expense: Identifying Delegates in Concur [24]
- Concur Expense: Managing Itineraries & Travel Allowance (Per Diem/Meals) for Employees [25]
- Concur Expense: Determining Reimbursement (or Owed) Amounts on Expense Reports [26]
- Concur General: Acting as a Delegate or Travel Arranger [27]
- Concur Request: Creating and Submitting Travel Pre-Approval Requests [28]
- Concur Travel: Requesting Cash Advances for University Trips [29]
- Concur Travel: Booking Airfare in Concur [30]
- Concur Travel: Booking Lodging [31]
- Concur Travel: Booking Rental Cars [32]
- Concur Travel: Using the Travel Card to Pay for Travel Meals [33]
- CU Travel: Booking Non-Employee Travel [34]
- CU Travel: Unused Airfare Funds Report [35]

SEARCH ALL ARTICLES [36]

Policies and Procedures

- APS 4024 - Travel Authorization Policy [37]
- PSC Procedural Statement: Travel [38]
- PSC Procedural Statement: Cash Advances [39]
- Finance Procedural Statement: Business Expense Substantiation & Tax Implications [40]
- Internet Airfare [13]

VIEW ALL PROCEDURES [41]

Groups audience:

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

Links
[1] https://www.cu.edu/psc/travel/booking-travel [2] https://www.cu.edu/psc/travel/booking-travel/booking-trip-through-concur [3] https://www.cu.edu/psc/travel/booking-travel/full-service-booking-through-agent [4] https://www.cu.edu/psc/travel/booking-travel/group-travel [5] https://www.cu.edu/psc/travel/booking-travel/vehicle-rental [6] https://www.cu.edu/psc/travel/booking-travel/non-employee-travel [7] https://www.cu.edu/psc/travel/booking-travel/travel-promotions [8] https://www.cu.edu/psc/travel/booking-travel/personal-travel-combined-business-travel [9] https://www.cu.edu/psc/travel/booking-travel/airport-parking [10] https://www.cu.edu/psc/travel/booking-travel/rideshare [11] https://www.cu.edu/psc/travel/booking-travel/preferred-hotel-program-local [12] https://www.cu.edu/psc/travel/booking-travel/selecting-airfare [13] https://www.cu.edu/psc/travel/booking-travel/internet-airfare [14] https://pschelp.cu.edu/s/frequently-asked-questions [15] http://my.cu.edu/ [16] https://www.cu.edu/risk/travel [17] https://legacy.cbtravel.com/business/request/cutravel/ [18] https://www.cu.edu/psc/travel/preferred-hotel-program [19] https://step.state.gov/ [20] https://www.cu.edu/psc/forms/request-reassign-airfare-charges [21] https://www.gsa.gov/travel/plan-book/per-diem-rates?gad_source=1 [22] https://www.cu.edu/psc/calculating-reimbursable-mileage-and-ground-transportation [23] https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fforms.cloud.microsoft%2Fr%2FZs579ACBQz [24] https://pschelp.cu.edu/s/article/Concur-Expense-Identifying-Delegates-in-Concur [25] https://pschelp.cu.edu/s/article/Concur-Expense-Adding-and-Managing-Travel-Allowances-Per-Diems-Employees [26] https://pschelp.cu.edu/s/article/Concur-Expense-Determining-Reimbursement-or-Owed-Amounts-on-Expense-Reports [27] https://pschelp.cu.edu/s/article/Concur-General-Acting-as-a-Delegate-or-Travel-Arranger [28] https://pschelp.cu.edu/s/article/Concur-Request-Creating-and-Submitting-Travel-Pre-Approval-Requests [29] https://pschelp.cu.edu/s/article/Concur-Travel-Requesting-Cash-Advances-for-Travel [30] https://pschelp.cu.edu/s/article/Concur-Travel-Booking-Airfare-in-Concur [31] https://pschelp.cu.edu/s/article/Concur-Travel-Booking-Lodging [32] https://pschelp.cu.edu/s/article/Concur-Travel-Booking-Rental-Cars [33] https://pschelp.cu.edu/s/article/Concur-Travel-Using-the-Travel-Card-to-Pay-for-Travel-Meals [34] https://pschelp.cu.edu/s/article/CU-Travel-Booking-Non-Employee-Travel [35] https://pschelp.cu.edu/s/article/CU-Travel-Unused-Airfare-Funds-Report [36] https://pschelp.cu.edu/s/ [37] https://www.cu.edu/ope/aps/4024 [38] https://www.cu.edu/psc-procedural-statement-travel [39] https://www.cu.edu/psc/procedures/cash-advances [40] https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-business-expense [41] https://www.cu.edu/psc/procedures