

## **Airport Parking** <sup>[1]</sup>

Discounts on parking near Denver International Airport are offered to all University of Colorado employees for both personal and business travel. Vendors provide shuttle service with baggage assistance from their lot to the airport terminals. All vendors operate 24 hours a day, 7 days a week all year long. Parking availability is guaranteed; advance reservations are available and recommended but not required.

### **Canopy Parking: Commerce City - 8100 Tower Road**

#### **Location**

Canopy Parking is located at 8100 Tower Road in Commerce City, Colorado

#### **Facility Phone**

303.288.7275

#### **How to get the University of Colorado Discount**

- Guarantee your airport parking and discounted rate with an online reservation via [CU's reservation](#) <sup>[2]</sup> page.
- You will be asked to pre-pay online to complete your reservation.
- Before your arrival, print the PDF attachment from the confirmation email to scan in and out of the facility.
- You will be required to sign up for Canopy's reward program, the [5280club](#) <sup>[3]</sup>, to ensure discounted pricing.
- Once you've registered with Canopy's reward program, 5280club, send an email to [support@canopyparking.com](mailto:support@canopyparking.com) <sup>[4]</sup> and ask for the CU discount to be attached to your personal account. You will need to provide the account number issued upon registration.
- Use the digital barcode from the Canopy mobile app or have Canopy mail you a physical card to scan in and out of the Canopy facility with the CU pricing applied.
- If you have not registered for the 5280 rewards program, and/or did not make a reservation via CU's reservation page before your stay, you will need to take a ticket upon arrival at the lot and present the ticket to a cashier in the lobby with your CU employee ID to have the CU discount applied to your parking stay.
- Please remember to keep your ticket to scan and pay when leaving the facility.

#### **Rates**

- Open Air \$9.95 per day
- Covered \$19.95 per day
- Valet \$29.95 per day - can use 30% CU discount. CU guests, Canopy offers a 30% discount for valet parking only making your valet stay only \$20.97 a day.(taxes and airport fees not included)

## Additional Benefits and Discounts

- Green garage certified
- On-site staff 24/7/365
- 24-hour shuttles
- Luggage assistance
- Carside to curbside shuttle service
- Free EV charging stations (covered and valet)
- Free coffee, snacks, newspapers, and wifi (valet lobby)
- Friendly assistance program (jump starts, tire inflation)
- Registered parkers earn 1 free day with every 7 paid days

## Fine Airport Parking: Aurora - 5950 N. Jackson Gap Way

### Location

Fine Airport Parking is located at 5950 N Jackson Gap Way in Aurora, Colorado 80019

### Facility Phone

303.340.3463

### Daily Rates

- Valet – 35% off published daily rates
- Covered - 35% off published daily rates
- Open Air - 35% off published daily rates

Per the facility:

A reservation is **highly recommended**, especially during the busy seasons such as spring break, July 4th, summer (all), Thanksgiving, and Christmas.

EV Charging is free. For indoor EV parking, the chargers are first come, first served. For EV valet, the charger is guaranteed.

## How to get the University of Colorado Discount

Guarantee your spot by reserving online <sup>[5]</sup>.

Create an account using your CU email address and the corporate discount will automatically apply at checkout.

You will be asked to pre-pay online to complete your reservation.

Prior to your arrival, print or save to your phone the PDF attachment from the confirmation email to scan in and out of the facility.

You can also sign up for [Fine Airport Parking's reward program](#) [6] and have the discount attached to your profile by adding CU Travel to the Company field in the registration page.

The program will award points for paid stays that can later be turned into free stays or auto detailing services.

?Once registered for an account, the vendor's app can be used to easily scan in and out at the facility, manage reservations, remember your space while you're gone and keep track of your points and manage your profile. [Download the App](#) [7].

## **Additional Benefits and Discounts**

- Fully enclosed indoor facility on the north and west end
- Free coffee, water, and popcorn in the lobby
- Complimentary roses
- Shuttles run every 7-10 minutes, 24/7
- Angled parking, wider spaces
- Luggage assistance
- Weigh your bags in the lobby to make sure they are under weight limit
- Free EV charging stations
- Enter and exit using existing E470 toll tag (must have profile with Fine)
- In-house certified auto detail shop
- Earn free stays and detailing with frequent parker profile
- 24/7 staff (help inflate tires and jump start if needed)

## **The Parking Spot: Aurora - 19901 East 56th Ave**

### **Location**

[The Parking Spot](#) [8] is at 19901 East 56th Ave., Aurora, Colorado 80019. On 56th Ave. between Tower Rd. and E-470.

### **Facility Phone**

303.373.4892

### **Daily Rate**

30% discount on published rates for uncovered parking at Denver International Airport

## How to get the University of Colorado Discount

1. Register for an account with [The Parking Spot](#) <sup>[9]</sup> using code **Univ3078** and download the Spot Club App.
2. Use an existing University of Colorado Spot Club card.

Use the app or club card for the fastest way in and out of the facility including:

- Ticketless Entry
- Shuttle Tracking
- Free Reservations
- Redeem Points for Free Parking Points do not expire
- Mobile Payment
- No blackouts dates or restrictions

## Additional Benefits

- Connect your University of Colorado Spot Club account with your Concur profile and have your business travel receipts uploaded automatically to your Concur account.
- Log into your account on the App and navigate to your Spot Club Account > My Information > Expense Provider
- Or login to your account at [TheParkingSpot.com](#) <sup>[8]</sup> and navigate to Account Settings > on the left under Expense Providers, and follow the instructions

## Pick-up/Drop-off

- Upon entering the facility the greeter will direct you to the parking area where a shuttle will pick you up and assist with your luggage.
- Shuttle drop-off and pick-up at the terminal is located on Level 5, outside Door 513 on the East and 504 on the west on the 5th curb.

## USAirport Parking (The Parking Spot) – 18000 E 81st Ave in Commerce City

### Website and Location Information

[USAirport Parking](#) <sup>[8]</sup> is at 18000 E 81st Ave, Commerce City, CO 80022

### Facility Contact Information

303.371.7575 or [info@theparkingspot.com](mailto:info@theparkingspot.com) <sup>[10]</sup>

## How to get the University of Colorado Discount

The Parking Spot and USAirport have merged to enhance your parking experience. Moving forward, CU discounted rates can be made by joining or signing into the [Spot Club](#) <sup>[11]</sup>. Once logged into your Spot Club account, go under account settings and select corporate discounts, then enter the code: Univ3078. From there, you can scan the QR code displayed in the app during check-in and check-out as your digital Spot Club card. Alternatively, you may choose to print your Spot Club card from your account. If parking in the covered lot, reservations are recommended and can be made at [info@theparkingspot.com](mailto:info@theparkingspot.com) <sup>[10]</sup>. All rates exclude an 8% airport access fee.

## **Additional Benefits and Discounts**

- Spot Club members earn four points on every dollar paid for parking.
- Gold and Platinum members get more! (25-50% earning bonus).
- Redemption rates for each parking type and facility are locked in for the calendar year. We do not offer flat rates.

## **WallyPark: Denver - 24200 East 78th Ave**

### **Website and Location Information**

WallyPark is located at 24200 E 78th Ave in Denver, Colorado .

### **Facility Phone**

303.342.0500

### **Daily Rate**

- 45% or more off regular published rates at Denver International Airport
- No taxes or airport access fees.

## **How to get the University of Colorado Discount**

Go to [WallyPark.com](https://WallyPark.com) <sup>[12]</sup> or use the WallyPark mobile app to join WallyClub. Add your CU email in the “work email address” field to automatically connect the CU discount to your profile. If the auto-connection is not working on the site or in the app, please clear the work email field to continue registration, and reach out to [Sales@WallyPark.com](mailto:Sales@WallyPark.com) <sup>[13]</sup> to have it manually added after you register.

Pre-paid reservations can be made via [WallyPark.com](https://WallyPark.com) <sup>[12]</sup> or in the [mobile app](#) <sup>[14]</sup>. With a reservation, the app can be used at the gate kiosk for contactless entry and exit.

Reservations are not required when parking under the CU account. After you join WallyClub with your CU email connected, just drive in, swipe your credit card, or enter your phone number at the kiosk for entry and exit.

## Additional Benefits

- On-airport parking with no taxes or fees
  - Earn loyalty points towards free days. \$1 = 1 point. 10 points = \$1 redeemed.
  - Pick up at your car door
  - Drop off at your terminal Ongoing shuttles looping from terminals to lot
  - Luggage assistance available upon request
  - Track shuttles & text for pick-up with the app
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## Resources

- [Travel FAQ](#) <sup>[15]</sup>
- [Access Concur via your campus portal](#) <sup>[16]</sup>
- [Non-Employee Reimbursement-International \(NRI\) form](#) <sup>[17]</sup>
- [Travel Promotions](#) <sup>[18]</sup>
- [Calculating Reimbursable Mileage and Ground Transportation](#) <sup>[19]</sup>

## Related Articles

- [Concur Expense: Identifying Delegates in Concur](#) <sup>[20]</sup>
- [Concur Expense: Determining Reimbursement \(or Owed\) Amounts on Expense Reports](#) <sup>[21]</sup>
- [Concur Expense: Managing Itineraries & Travel Allowance \(Per Diem/Meals\) for Employees](#) <sup>[22]</sup>
- [Concur General: Acting as a Delegate or Travel Arranger](#) <sup>[23]</sup>
- [Concur General: Activating E-Receipts](#) <sup>[24]</sup>
- [Concur Request: Creating and Submitting Travel Pre-Approval Requests](#) <sup>[25]</sup>
- [Concur Travel: Identifying Travel Arrangers](#) <sup>[26]</sup>
- [Concur Travel: Requesting Cash Advances for University Trips](#) <sup>[27]</sup>
- [Concur Travel: Booking Airfare in Concur](#) <sup>[28]</sup>
- [Concur Travel: Booking Rental Cars](#) <sup>[29]</sup>
- [CU Travel: Booking Non-Employee Travel](#) <sup>[30]</sup>
- [CU Travel: Travel App Partners](#) <sup>[31]</sup>

[SEARCH ALL ARTICLES](#) <sup>[32]</sup>

# Policies and Procedures

- [PSC Procedural Statement: Cash Advances](#) [33]
- [PSC Procedural Statement: Travel](#) [34]
- [APS 4024 - Travel Authorization Policy](#) [35]
- [Finance Procedural Statement: Business Expense Substantiation & Tax Implications](#) [36]

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Procurement Service Center

## Sub Title:

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