

Full Service Booking Through an Agent ^[1]

Christopherson Business Travel (CBT) is the university's travel management company.

CBT is a certified woman-owned company with nearly 500 team members located in 30 states across the country. They provide dedicated travel agents to assist CU travelers with their business travel needs during business hours with additional agent support after-hours and on weekends.

There is a \$20 service fee charged to the traveler/travel arranger when booking travel directly with a CBT agent. Both the service fee and any airfare booking made with a CBT agent will be charged to the university's Airfare Card. The Airfare Card is a centrally managed card account used exclusively by CBT to pay for airline and other common carrier tickets for university travelers. Bookings paid with the Airfare Card will be automatically imported to the traveler's or travel arranger's Concur profile for reconciliation. Hotel and car bookings cannot be paid with the Airfare Card and will generally require payment by the traveler at the time of check-in/pick-up.

CU Itinerary Requests

To request a copy of an itinerary, complete this web form and CBT will email it to you:
[CU Itinerary Requests](#) ^[2]

Contact Information

During Business Hours:

Monday – Friday 7:00 a.m. – 5:30 p.m.

- Toll Free Phone: 1.855.462.8885
- Local Phone: 303.694.8744
- Email: cutravel@cbtravel.com ^[3]

After Hours:

After 5:30 p.m. weeknights, Saturday and Sunday and Holidays

- Toll Free Phone: 1.800.954.0023 - Reference ID code 6LV
- International After Hours: 682.233.0916 - Reference ID code 6LV

University of Colorado University Team Manager

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Dedicated Domestic and International CU Travel Agents

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- Shannon Gorham: 801.327.7618 or Shannon.Gorham@cbtravel.com [6]
- Marie Larsen - 801.810.0259 or marie.larsen@cbtravel.com [7]
- Jay Rowley - 801.327.7634 or jay.rowley@cbtravel.com [8]
- Angela Mitchell: 801.327.7709 or Angela.Mitchell@cbtravel.com [8]
- Anna Braatz: 801.396.6145 or Anna.Braatz@cbtravel.com [9]

Dedicated CU Group Travel Agents

- Michele Whisenton: 205.874.8513 or Michele.whisenton@cbtravel.com [10]
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- [Concur Expense: Managing Itineraries & Travel Allowance \(Per Diem/Meals\) for Employees](#) [19]
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- [PSC Procedural Statement: Travel](#) [30]
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Groups audience:

Procurement Service Center

Sub Title:

Airfare, Hotel, and Car

Source URL: <https://www.cu.edu/psc/travel/booking-travel/full-service-booking-through-agent>

Links

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