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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.

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To request a copy of an itinerary, complete this web form and CBT will email it to you:
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Contact Information

During Business Hours:
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- 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 1SUB/26LV
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Resources

- Travel FAQ [10]
- Access Concur via your campus portal [11]
- University Risk Management - Travel [12]
- Christopherson Business Travel - Non-Employee Travel Request Form [13]
- Group Travel [14]
- Request to Reassign Airfare Charges [15]
- Calculating Reimbursable Mileage and Ground Transportation [16]
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Related Articles

- Concur Expense: Identifying Delegates in Concur [18]
- Concur Expense: Managing Itineraries & Travel Allowance (Per Diem/Meals) for Employees [19]
- Concur Expense: Determining Reimbursement (or Owed) Amounts on Expense Reports [20]
- Concur General: Acting as a Delegate or Travel Arranger [21]
- Concur Request: Creating and Submitting Travel Pre-Approval Requests [22]
- Concur Travel: Requesting Cash Advances for University Trips [23]
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- APS 4024 - Travel Authorization Policy [32]
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Groups audience:
Procurement Service Center
Sub Title:
Airfare, Hotel, and Car

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