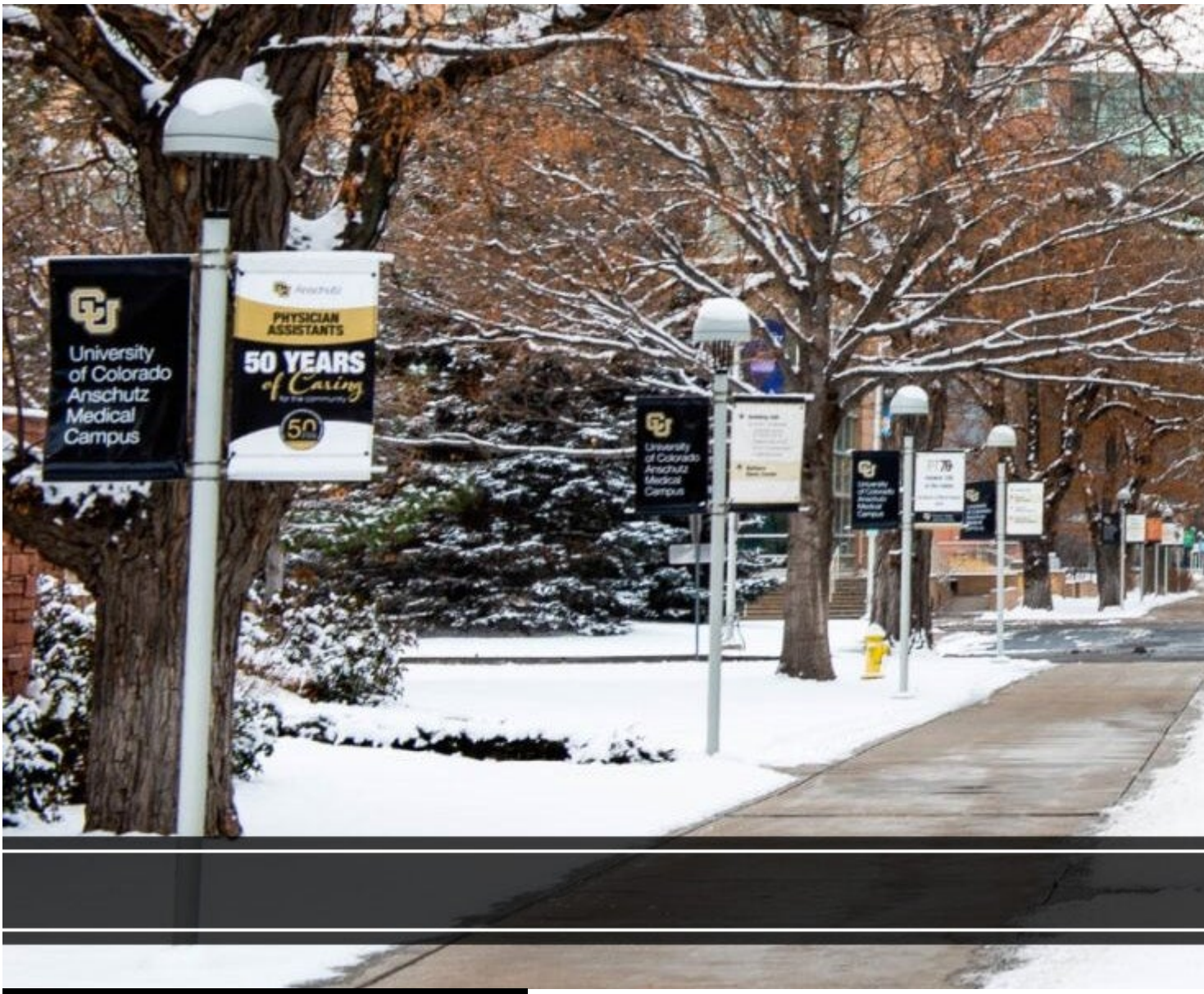
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During Travel [1]



An itemized receipt and proof of payment are required for any expense over $75 and for official function food/beverage expenses in any dollar amount.

[2]

Discounts on parking near Denver International Airport are offered to all University of Colorado employees for both personal and business travel. [3]

Rideshare services provide ground transportation on short notice via a mobile application or business portal. [4]



ort while in travel

disruption while in travel status, you can work airport, or you can contact Christopherson visor will assist with getting you on an alternative

l costs will be charged to the university airfare ocket for any changes made directly with the ectedly impacted by weather events or other us, Travel Cards **can** be used to pay for last airline directly.

ntact Information

- Local Phone: 303.694.8744
- Email: cutravel@cbtravel.com [5]

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

Travel Card Declines

If your university issued Travel Card has been declined while in travel status, please reach out to US Bank at 1.800.344.5696. If the reason for the card decline is related to credit limits, please contact the Commercial Card Office at Procurement.Card@cu.edu [6] for assistance.

For non-emergency updates to Travel Card credit limits when not in travel status, please submit the Request for credit limit updates in Concur [7].

Medical, Security or Logistical Assistance While Abroad

The university provides travelers with medical and security assistance through International SOS. Should you need medical, security or logistical expertise while traveling internationally, International SOS is available 24 hours a day, 365 days a year, all over the world.

International SOS Contact Information

1.215.942.8478 – dedicated phone line 24 hours a day, 7 days a week
University of Colorado Membership Number **11BCAS000006**

Additional information on International SOS and other international travel resources can be located on the University Risk Management International Travel [8] webpage.

Accident While Driving a Rental Car

In the event of an accident or other incident involving a rental car obtained through the university's travel program while in travel status, the damage waiver insurance coverage provided on rentals through the program is in effect. The required proof of insurance for each contracted agency can be found below:

- Avis/Budget [9]
- Enterprise/National [10]
- Hertz [11]

If you are involved in an accident, be sure to contact the local authorities, if appropriate. Also be sure to collect the contact and insurance information for the other vehicle's driver – regardless of fault.

The traveling employee is responsible for filing an affidavit/accident claim with the car rental agency. Contact PSCTravel@cu.edu [12] as needed for assistance with receiving a resolution following an accident.

Resources

- Travel FAQ [13]
- Access Concur via your campus portal [14]
- Non-Employee Travel Request form [15]
- Travel Arranger (TA) form [16]
- Meal Per Diem Rates [17]
- Travel Support and Experience Form [18]

Related Articles

- Concur Expense: Identifying Delegates in Concur [19]
- Concur Expense: Managing Itineraries & Travel Allowance (Per Diem/Meals) for Employees [20]
- Concur Expense: Determining Reimbursement (or Owed) Amounts on Expense Reports [21]
- Concur General: Acting as a Delegate or Travel Arranger [22]
- Concur General: Activating E-Receipts [23]
- Concur Request: Creating and Submitting Travel Pre-Approval Requests [24]
- Concur Request: Travel Card Updates [7]
- Concur Travel: Identifying Travel Arrangers [25]
- Concur Travel: Requesting Cash Advances for University Trips [26]
- Concur Travel: Booking Airfare in Concur [27]
- Concur Travel: Booking Lodging [28]
- Concur Travel: Booking Rental Cars [29]
- Concur Travel: Using the Travel Card to Pay for Travel Meals [30]
- CU Travel: Booking Non-Employee Travel [31]
- CU Travel: Travel App Partners [32]

SEARCH ALL ARTICLES [33]

Policies and Procedures

- PSC Procedural Statement: Travel [34]
- APS 4024 - Travel Authorization Policy [35]
- Finance Procedural Statement: Business Expense Substantiation & Tax Implications [36]

VIEW ALL PROCEDURES [37]

Groups audience:
Procurement Service Center

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

Links
[1] https://www.cu.edu/psc/travel/during-travel [2] https://www.cu.edu/psc/travel/during-travel/receipt-management [3] https://www.cu.edu/psc/travel/booking-travel/airport-parking
[4] https://www.cu.edu/psc/travel/booking-travel [5] mailto:cutravel@cbtravel.com
[6] mailto:Procurement.Card@cu.edu [7] https://pschelp.cu.edu/s/article/Concur-Request-Travel-Card-Updates [8] https://www.cu.edu/risk/international-travel [9] https://www.cu.edu/doc/insurancecertificate-avisbudgetpdf [10] https://www.cu.edu/doc/enterprise-insurance-document2023shannon-millerpdf
[11] https://www.cu.edu/doc/insurancecert-hertzpdf [12] mailto:PSCTravel@cu.edu
[13] https://pschelp.cu.edu/s/frequently-asked-questions [14] http://my.cu.edu/
[15] https://www.cu.edu/psc/forms [16] https://www.cu.edu/psc/forms/travel-arranger-ta
[17] https://www.gsa.gov/travel/plan-book/per-diem-rates
[18]
https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fforms.cloud.microsoft%2Fr%2FZs579ACBQz
[19] https://pschelp.cu.edu/s/article/Concur-Expense-Identifying-Delegates-in-Concur
[20] https://pschelp.cu.edu/s/article/Concur-Expense-Adding-and-Managing-Travel-Allowances-Per-Diems-Employees [21] https://pschelp.cu.edu/s/article/Concur-Expense-Determining-Reimbursement-or-Owed-Amounts-on-Expense-Reports [22] https://pschelp.cu.edu/s/article/Concur-General-Acting-as-a-Delegate-or-Travel-Arranger [23] https://pschelp.cu.edu/s/article/Concur-General-Activating-E-Receipts
[24] https://pschelp.cu.edu/s/article/Concur-Request-Creating-and-Submitting-Travel-Pre-Approval-Requests [25] https://pschelp.cu.edu/s/article/Concur-Travel-Identifying-Travel-Arrangers
[26] https://pschelp.cu.edu/s/article/Concur-Travel-Requesting-Cash-Advances-for-Travel
[27] https://pschelp.cu.edu/s/article/Concur-Travel-Booking-Airfare-in-Concur
[28] https://pschelp.cu.edu/s/article/Concur-Travel-Booking-Lodging [29]
https://pschelp.cu.edu/s/article/Concur-Travel-Booking-Rental-Cars [30]
https://pschelp.cu.edu/s/article/Concur-Travel-Using-the-Travel-Card-to-Pay-for-Travel-Meals
[31] https://pschelp.cu.edu/s/article/CU-Travel-Booking-Non-Employee-Travel
[32] https://pschelp.cu.edu/s/article/CU-Travel-Travel-App-Partners [33] https://pschelp.cu.edu/s/
[34] https://www.cu.edu/psc-procedural-statement-travel [35] https://www.cu.edu/ope/aps/4024
[36] https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-business-expense [37] https://www.cu.edu/psc/procedures