



**The University of Colorado’s managed travel program supports the robust and complex travel needs of all individuals who travel on university business.**

- The Travel Card
- International Travel
- Travel Pre-Approvals

[1]

’e You

- Booking a trip Through Concur
- Booking through an agent (full service) Airfare, Hotel, Car
- And more

[2]

- Receipt Management
- Airport Parking
- Support while Traveling

[3]

- Employee Travel Expense Processing
- Non-Employee Travel Expense Processing

[4]

Travel

arning  
Travel

students and guests  
processes  
for negotiated rates

employee travel.

us portal [6]

Travel [7]

Traveler Enrollment Program [8]

Charges [10]

age and Ground Transportation [11]

## Related Articles

- [Concur Expense: Reconciling Employee Travel](#) <sup>[12]</sup>
- [Concur Expense: Managing Itineraries & Travel Allowance \(Per Diem/Meals\) for Employees](#) <sup>[13]</sup>
- [Concur Expense: Mileage Reimbursements](#) <sup>[14]</sup>
- [Concur Request: Creating and Submitting Travel Pre-Approval Requests](#) <sup>[15]</sup>
- [Concur Request: Managing Requests](#) <sup>[16]</sup>
- [Concur Request: Viewing Requests](#) <sup>[17]</sup>
- [Concur Travel: Booking Airfare in Concur](#) <sup>[18]</sup>
- [CU Travel: Booking Non-Employee Travel](#) <sup>[19]</sup>

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## Policies and Procedures

- [PSC Procedural Statement: Travel](#) <sup>[21]</sup>
- [PSC Procedural Statement: Cash Advances](#) <sup>[22]</sup>
- [APS 4024 - Travel Authorization Policy](#) <sup>[23]</sup>
- [Finance Procedural Statement: Business Expense Substantiation & Tax Implications](#) <sup>[24]</sup>
- [Finance Procedural Statement: Sensitive Expenses](#) <sup>[25]</sup>
- [Internet Airfare](#) <sup>[26]</sup>

[VIEW ALL PROCEDURES](#) <sup>[27]</sup>

<sup>[28]</sup>

<sup>[29]</sup>

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**Source URL:**<https://www.cu.edu/node/43301/preferred-hotel-program-local>

## Links

[1] <https://www.cu.edu/psc/travel/you-travel> [2] <https://www.cu.edu/psc/travel/booking-travel>  
[3] <https://www.cu.edu/psc/travel/during-travel> [4] <https://www.cu.edu/psc/travel/returning-travel>  
[5] <https://pschelp.cu.edu/s/frequently-asked-questions> [6] <http://my.cu.edu/> [7] <https://www.cu.edu/risk/travel> [8] <https://step.state.gov/> [9] <https://www.cu.edu/psc/travel/booking-travel/full-service-booking-through-agent> [10] <https://www.cu.edu/psc/forms/request-reassign-airfare-charges> [11] <https://www.cu.edu/psc/calculating-reimbursable-mileage-and-ground-transportation>  
[12] <https://pschelp.cu.edu/s/article/Concur-Expense-Reconciling-Employee-Travel>  
[13] <https://pschelp.cu.edu/s/article/Concur-Expense-Adding-and-Managing-Travel-Allowances-Per-Diems-Employees> [14] <https://pschelp.cu.edu/s/article/Concur-Expense-Mileage-Reimbursements>  
[15] <https://pschelp.cu.edu/s/article/Concur-Request-Creating-and-Submitting-Travel-Pre-Approval-Requests> [16] <https://pschelp.cu.edu/s/article/Concur-Request-Managing-Concur-Requests>  
[17] <https://pschelp.cu.edu/s/article/Concur-Request-Viewing-Requests>  
[18] <https://pschelp.cu.edu/s/article/Concur-Travel-Booking-Airfare-in-Concur>  
[19] <https://pschelp.cu.edu/s/article/CU-Travel-Booking-Non-Employee-Travel> [20] <https://pschelp.cu.edu/s/> [21] <https://www.cu.edu/psc-procedural-statement-travel>  
[22] <https://www.cu.edu/psc/procedures/cash-advances> [23] <https://www.cu.edu/ope/aps/4024>  
[24] <https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-business-expense> [25] <https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-sensitive-expenses> [26] <https://www.cu.edu/psc/travel/booking-travel/internet-airfare> [27] <https://www.cu.edu/psc/procedures> [28] <https://www.cu.edu/print/psc/travel>  
[29] <https://www.cu.edu/printpdf/psc/travel>