

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



- 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 ExpenseProcessing— Non-Employee TravelExpense Processing

[4]

# Travel

# rning Travel

dents and guests processes or negotiated rates

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

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## **Policies and Procedures**

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

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