

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 Travel
- Expense Processing

[4]

## Travel

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dents and guests processes or negotiated rates

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Travel [6]

Traveler Enrollment Program [7]

charges [9]

age and Ground Transportation [10]

### **Related Articles**

- Concur Expense: Reconciling Employee Travel [11]
- Concur Expense: Managing Itineraries & Travel Allowance (Per Diem/Meals) for <u>Employees</u> [12]
- Concur Expense: Mileage Reimbursements [13]
- Concur Request: Creating and Submitting Travel Pre-Approval Requests [14]
- Concur Request: Managing Requests [15]
- Concur Request: Viewing Requests [16]
- Concur Travel: Booking Airfare in Concur [17]
- CU Travel: Booking Non-Employee Travel [18]

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### **Policies and Procedures**

- PSC Procedural Statement: Travel [20]
- PSC Procedural Statement: Cash Advances [21]
- APS 4024 Travel Authorization Policy [22]
- Finance Procedural Statement: Business Expense Substantiation & Tax Implications [23]
- Finance Procedural Statement: Sensitive Expenses [24]
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[27] [28]

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#### Links

- [1] https://www.cu.edu/psc/travel/you-travel [2] https://www.cu.edu/psc/travel/booking-travel
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- [16] https://pschelp.cu.edu/s/article/Concur-Request-Viewing-Requests
- [17] https://pschelp.cu.edu/s/article/Concur-Travel-Booking-Airfare-in-Concur
- [18] https://pschelp.cu.edu/s/article/CU-Travel-Booking-Non-Employee-Travel [19]
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