

## Travel <sup>[1]</sup>



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

**Before You  
Travel**

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

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

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- Receipt Management
- Airport Parking
- Support while Traveling

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

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students and guests  
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employee travel.

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- [Booking Through an Agent](#) <sup>[9]</sup>
- [Request to Reassign Airfare Charges](#) <sup>[10]</sup>
- [Calculating Reimbursable Mileage and Ground Transportation](#) <sup>[11]</sup>

## 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>

[SEARCH ALL ARTICLES](#) <sup>[20]</sup>

## 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>

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