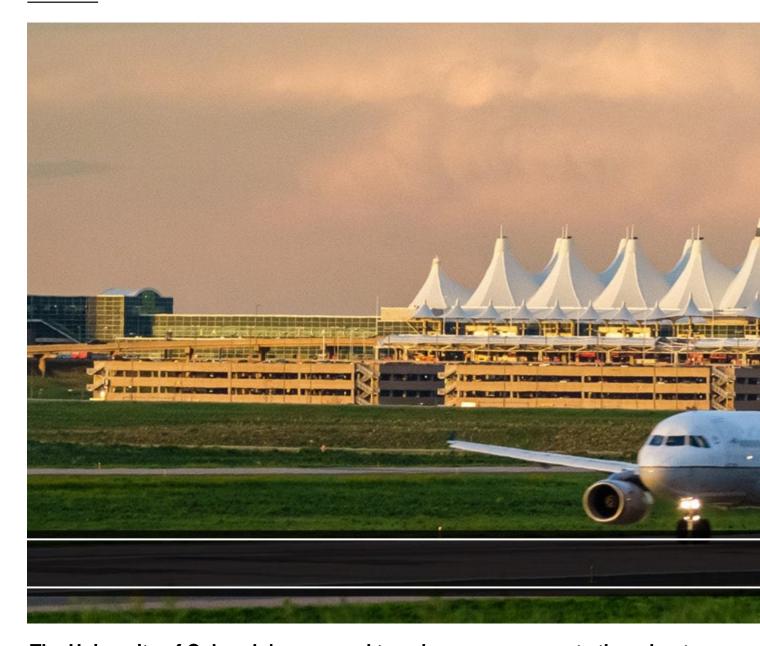
### Travel [1]



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

[2]

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

[3]

- Receipt Management
- Airport Parking
- Support while Traveling

[4]

- Employee Travel ExpenseProcessing— Non-Employee Travel
- Non-Employee Travel Expense Processing

[5]

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## Traval

# rning Travel

dents and guests processes or negotiated rates

yee travel.

us portal [6]

Travel [7]

Traveler Enrollment Program [8]

- Booking Through an Agent [9]
- Request to Reassign Airfare Charges [10]
- Calculating Reimbursable Mileage and Ground Transportation [11]

#### **Related Articles**

- Concur Expense: Reconciling Employee Travel [12]
- Concur Expense: Managing Itineraries & Travel Allowance (Per Diem/Meals) for Employees [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]

SEARCH ALL ARTICLES [20]

#### **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]

#### VIEW ALL PROCEDURES [27]

#### Source URL:https://www.cu.edu/psc/travel

#### Links

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- [3] https://www.cu.edu/psc/travel/booking-travel [4] https://www.cu.edu/psc/travel/during-travel
- [5] https://www.cu.edu/psc/travel/returning-travel [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-throughagent [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
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