

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



**Resources found in the links below will help travelers plan university business trips with the most up-to-date information on booking methods, travel contacts, and other available resources. The university's online booking tool is Concur Travel, and the contracted travel agency is Christopherson Business Travel (CBT). The university's expense management system is Concur Expense.**



Concur is an online tool that allows employees access to create individual domestic and international bookings for employees and guests.

[2]

Full-service booking support is available through our travel management company Christopherson Business Travel.

[3]

CU defines group travel as 3 or more employees/non-employees traveling to the same location for the same official University business.

[4]

The University contracts with rental vehicle agencies include passenger cars as well as commercial vehicles.

[5]

Learn more about the pre-approval and travel booking process when making arrangements for non-employee (guest) travelers.

[6]

Discover university travel partnerships for efficient and cost-effective travel solutions.

[7]

Service  
Through

Travel

Rental

mployee

avel

Personal Travel

When traveling for the University, there are additional steps to take when combining a business trip with personal travel.

[8]

Discounts on parking near Denver International Airport are offered to all University of Colorado employees for both personal and business travel.

[9]

# Parking

[Travel](#) [11]

[Travel - Non-Employee Travel Request Form](#) [12]

[al\)](#) [13]

[Traveler Enrollment Program](#) [14]

[Charges](#) [15]

[ates and breakdown \(Per Diem\)](#) [16]

[eage and Ground Transportation](#) [17]

[Delegates in Concur](#) [18]

[Itineraries & Travel Allowance \(Per Diem/Meals\) for](#)

[Reimbursement \(or Owed\) Amounts on Expense Reports](#)

[Delegate or Travel Arranger](#) [21]

[Submitting Travel Pre-Approval Requests](#) [22]

[Cash Advances for University Trips](#) [23]

[e in Concur](#) [24]

[ng](#) [25]

[l Cars](#) [26]

[Travel Card to Pay for Travel Meals](#) [27]

[Employee Travel](#) [28]

- [CU Travel: Unused Airfare Funds Report](#) [29]

[SEARCH ALL ARTICLES](#) [30]

## Policies and Procedures

- [APS 4024 - Travel Authorization Policy](#) [31]
- [PSC Procedural Statement: Travel](#) [32]
- [PSC Procedural Statement: Cash Advances](#) [33]
- [Finance Procedural Statement: Business Expense Substantiation & Tax Implications](#) [34]
- [Internet Airfare](#) [35]

[VIEW ALL PROCEDURES](#) [36]

### Groups audience:

Procurement Service Center

**Source URL:** <https://www.cu.edu/psc/travel/booking-travel>

### Links

[1] <https://www.cu.edu/psc/travel/booking-travel> [2] <https://www.cu.edu/psc/travel/booking-travel/booking-trip-through-concur> [3] <https://www.cu.edu/psc/travel/booking-travel/full-service-booking-through-agent> [4] <https://www.cu.edu/psc/travel/booking-travel/group-travel> [5] <https://www.cu.edu/psc/travel/booking-travel/vehicle-rental> [6] <https://www.cu.edu/psc/travel/booking-travel/non-employee-travel> [7] <https://www.cu.edu/psc/travel/booking-travel/travel-promotions> [8] <https://www.cu.edu/psc/travel/booking-travel/personal-travel-combined-business-travel> [9] <https://www.cu.edu/psc/travel-and-expense/booking-travel/airport-parking> [10] <http://my.cu.edu/> [11] <https://www.cu.edu/risk/travel> [12] <https://legacy.cbtravel.com/business/request/cuttravel/> [13] <https://www.cu.edu/psc/travel/preferred-hotel-program> [14] <https://step.state.gov/> [15] <https://www.cu.edu/psc/forms/request-reassign-airfare-charges> [16] [https://www.gsa.gov/travel/plan-book/per-diem-rates?gad\\_source=1](https://www.gsa.gov/travel/plan-book/per-diem-rates?gad_source=1) [17] <https://www.cu.edu/psc/calculating-reimbursable-mileage-and-ground-transportation> [18] <https://pschelp.cu.edu/s/article/Concur-Expense-Identifying-Delegates-in-Concur> [19] <https://pschelp.cu.edu/s/article/Concur-Expense-Adding-and-Managing-Travel-Allowances-Per-Diems-Employees> [20] <https://pschelp.cu.edu/s/article/Concur-Expense-Determining-Reimbursement-or-Owed-Amounts-on-Expense-Reports> [21] <https://pschelp.cu.edu/s/article/Concur-General-Acting-as-a-Delegate-or-Travel-Arranger> [22] <https://pschelp.cu.edu/s/article/Concur-Request-Creating-and-Submitting-Travel-Pre-Approval-Requests> [23] <https://pschelp.cu.edu/s/article/Concur-Travel-Requesting-Cash-Advances-for-Travel> [24] <https://pschelp.cu.edu/s/article/Concur-Travel-Booking-Airfare-in-Concur> [25] <https://pschelp.cu.edu/s/article/Concur-Travel-Booking-Lodging> [26] <https://pschelp.cu.edu/s/article/Concur-Travel-Booking-Rental-Cars> [27] <https://pschelp.cu.edu/s/article/Concur-Travel-Using-the-Travel-Card-to-Pay-for-Travel-Meals> [28] <https://pschelp.cu.edu/s/article/CU-Travel-Booking-Non-Employee-Travel> [29] <https://pschelp.cu.edu/s/article/CU-Travel-Unused-Airfare-Funds-Report> [30] <https://pschelp.cu.edu/s/> [31] <https://www.cu.edu/ope/aps/4024> [32] <https://www.cu.edu/psc-procedural-statement-travel> [33] <https://www.cu.edu/psc/procedures/cash-advances> [34] <https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-business-expense> [35] <https://www.cu.edu/psc/travel/booking-travel/internet-airfare> [36] <https://www.cu.edu/psc/procedures>