

Before you go

- Seek approval to travel from department by completing the Travel Authorization form. For international travel, submit an [international travel request](#) through Concur.
- Apply for corporate liability Travel Card (US Bank VISA).
- Take online course Travel and Travel Card Training and the Fiscal Code of Ethics Training.
- Review PSC Procedural Statement Travel.
- Book trip online through Concur Travel & Expense, or through a travel agent at Christopherson Business Travel. (Conference hotels may need to be booked through the conference.)
- For non-employee trips: Complete the Non-employee Travel Request form and use Christopherson Business Travel.
- To pay conference registration, use Travel Card or Procurement Card. To pay lodging deposit (if booked outside of Concur Travel & Expense), use Travel Card.
- Book rental car online through Concur Travel & Expense. Call Travel Card (1.800.VISA.911) about insurance coverage.
- Look up destination's per diem rates (link below), or use Itinerary in Concur Travel & Expense to calculate.
- For international travel: Book trip through Christopherson Business Travel; apply for international version of Travel Card; review international travel warnings and health alerts; find out if export control laws apply. If No Cost to University travel, enter trip into iSOS.
- To apply for an advance: Complete the Cash Advance Setup form and submit request within Concur Travel & Expense.

During your trip

- Pay for personal expenses with personal funds. This includes meals. You will be reimbursed in per diem.
- Keep itemized receipts for all official function meals. Keep itemized receipts for other charges if over \$75. E-Receipt available for some lodging or rental car bookings through Concur Travel & Expense. Paper receipt not required if vendor supplies e-Receipt.

When you return

- Prepare expense report (or give receipts to appropriate delegate) to reconcile Travel Card expenses and request reimbursement for eligible expenses that will not be reimbursed by any other entity. (Note: Travel Card expenses must appear in Concur before they can be reconciled.) Prepare Non- Employee Reimbursement (NR) form if non-employee.
- Attach required documentation to expense report/NR form.
- Reimburse CU by personal check if necessary (e.g., for cash advance reconciliation). Attach copy of validated Cash Receipt form to expense report. (Advance type/amount determines 30-day or 60-day due date.)
- Submit expense report in time to avoid tax implications.

Travel Step-by-Step Summary

UNIVERSITY TRAVEL WEBSITE:

www.cu.edu/psc - Click on Travel then on Travel Overview.

PSC Procedural Statement Travel:

<http://www.cu.edu/psc-procedural-statement-travel>

Campus Portals:

<https://my.cu.edu/index.html>

Card Applications and Non-Employee forms:

<http://www.cu.edu/psc/forms-0>

Christopherson Business Travel:

<http://www.cu.edu/psc/travel/christopherson-business-travel>

Concur Travel & Expense System: Log in to your campus portal; locate the CU Resources tab and under Business Application select the Concur Travel & Expense System.

Currency Conversion:

<http://www.oanda.com/currency/converter/>

International Travel Information: Export control issues (if traveling with laptops, mobile devices):

<http://www.colorado.edu/vcr/export-controls>

Health related alerts:

<http://www.who.int/ith/en/>

iSOS (International SOS):

<https://www.internationalsos.com/>

Travel assistance (University Risk Management):

<http://www.cu.edu/risk/services/international-travel>

Travel Warnings:

<http://travel.state.gov/content/passports/en/alertswarnings.html>

Per diem rates:

<http://www.gsa.gov/portal/content/104877>

Rental car information:

<https://www.bidscolorado.com/co/portal.nsf/xpPriceAgreementsByCategory.xsp>

Travel card insurance:

<https://usa.visa.com/support/small-business/card-benefits.html> (or call 1.800.VISA.911)

Step-by-Step Guide

Requesting Approval for International Travel with Concur Request

What is Concur Request?

Concur Request is a module in Concur that is used for international travel pre-approval. All university-related international travel must be approved using the Concur Request module prior to booking the trip. This applies whether funded by CU or by an outside entity. With Concur Request, the University can consistently and thoroughly assess the risk and benefit of international trips in order to enhance the safety of university travelers. Furthermore, Concur Request contains important information about regulatory compliance and export controls.

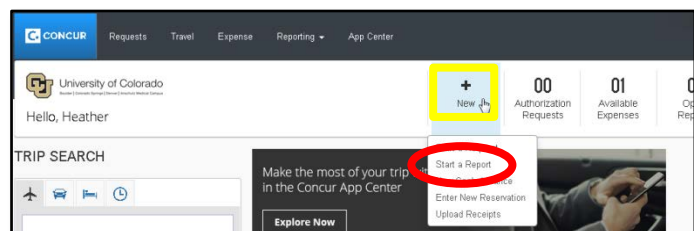
Christopherson Business Travel (CBT – CU's approved travel agency) is available to provide a preliminary trip itinerary which will help in completing the request. (However, they won't book the trip until the request is fully approved.)

Entering an International Travel Request

1. Begin by accessing Concur via [your campus portal](#). Within your portal's top navigation bar, use the **Business Tools** dropdown menu to select **Concur Travel & Expense System**.

Are you entering this international travel request on someone's behalf? If so, you must first act as that person's **delegate**. Refer to the Step-by-Step Guide [Acting as a Delegate or Travel Arranger](#) for further information.

2. There are a couple of ways to start entering an international travel request within Concur. One way is to use the buttons located in the top section of your Concur home page. Hover your mouse over the **New** button and select **Start a Request**.



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Requesting Approval for International Travel with Concur Request

The REQUEST HEADER appears:

Request Header Segments Approval Flow Audit Trail

⚠️ If this is a grant funded trip, you must provide justification for this trip in the Comment field and re-save
⚠️ Please follow [this link](#) for more information regarding export control compliance.

Request Name MM Research Trip to Africa	Request Policy International Travel Pre-Approval	Main Destination Country SIERRA LEONE	Main Destination City Freetown, SIERRA LEONE	Trip Start Date 11/01/2015
Trip End Date 11/30/2015	Travel Business Purpose Meeting/conference-admin duties	Are you taking Export Control info or equip? Yes	Employee Name UserBoulder, Test	Employee ID TestuserBoulder
Email for Travel Request mary.martin@cu.edu	Best Phone # to reach you 303-764-3458	Comment		
8 digit Speed Type # 12345678	Is this grant funded? Yes	Estimated Total Trip Amount? \$2500		

3. Enter a name for your international travel request.
4. Use the dropdown to select your **Main Destination Country** and, in the next field, enter your destination city. If you anticipate travelling to more than one city and/or country, enter where you plan to spend the majority of your travel time.
5. Provide the travel dates and purpose of the trip.
6. Use the dropdown to select whether you will take information and/or equipment that is subject to export control. If you are unsure which to select, select **Yes** so your campus' Export Control office will be notified about your trip.
7. Your email address automatically populates; you can enter a phone number if you wish. Your campus export control office and Christopherson Business Travel will use these to contact you, if needed.
8. Fully explain the reason for your trip in the **Comments** area. If grant funds are being used for the trip, also explain how this trip relates to the grant.
9. Provide the primary SpeedType that will be used to fund this trip, whether it is grant funded, and a cost estimate. For trips that will be paid for by another entity, enter your department's default operating SpeedType.
10. Click **Save** (upper right corner of your screen) and a message will appear under the **Report Header** tab. This message contains a link to your campus export control office, which includes important regulatory compliance and export control information.

CONCUR Requests Travel App Center

Manage Requests New Request Quick Search

Request 333F

Request Name: MM Research Trip to Africa
Purpose:

Request Header Segments Approval Flow Audit Trail

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(mandatory) Select the **SEGMENTS** tab:

11. Click the **Air Ticket** button (airplane icon).

12. Use the radio buttons along the top of the section to select whether your trip is **Round Trip**, **One Way**, or **Multi Segment** – *Multi Segment* will be most common for international trips.

Note: If there is a layover or plane change at any part of your flight, select *Multi Segment*.

13. List the air segments of your trip so they match your preliminary trip itinerary, beginning at the top of this section. Enter your departure and destination airports, as well as your departure date (departure/arrival time is optional).

Remember: Christopherson Business Travel (CBT) is available to provide a preliminary trip itinerary.

14. Continue entering your air itinerary details to completely document your air travel, including your return flights.

The screenshot shows the 'Add Segment' interface in the Concur system. The 'Segments' tab is highlighted with a red circle. Below the tabs, there are three radio buttons: 'Round Trip', 'One Way', and 'Multi-Segment'. The 'Multi-Segment' radio button is selected and also circled in red. The form contains three segments, each with a 'From' field, a 'To' field, a 'Date' field, and a 'Depart at' dropdown menu. The first segment is from Denver Intl Arpt (DEN) to Lungi Intl Arpt (FNA) on 11/01/2015. The second segment is from Lungi Intl Arpt (FNA) to Jomo Kenyatta Intl (NBO) on 11/23/2015. The third segment is from Jomo Kenyatta Intl (NBO) to Denver Intl Arpt (DEN) on 11/30/2015. Each segment also has a 'Comment' field.

If travelling to another country by a mode of transportation other than flight, still enter the details under the **Air Travel** section and provide the transportation mode in the comments.

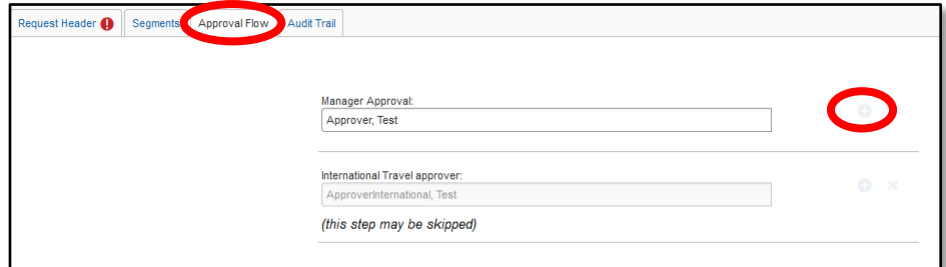
(optional) If desired, you can complete the **Car Rental** and **Hotel Reservation** sections of this travel request. (They are represented by the car and bed icons along the top of this section.) They are not required to complete an international travel request.

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Select the **APPROVAL FLOW** tab:

Your international travel request will first route to your HR supervisor for approval, and then to the designated International Travel Approver (officer) for your HR organizational unit. (The International Travel Approver's name will automatically appear once approved by your HR supervisor.)



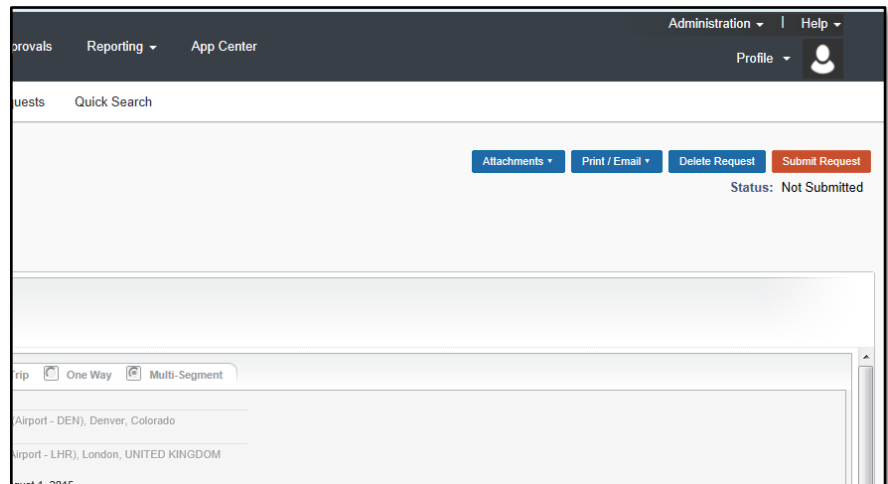
If your request includes travel to a high-risk destination, it will also route to the appropriate chancellor/president for approval. (This person's name will automatically appear once approved by your International Travel Approver.)

15. You can add additional approvers, if needed, by clicking the + icon to right of each approver field.

Request Submission:

16. You can include additional documentation to your request, such as your trip budget, as attachments. To do so, use the **Attachments** dropdown (upper right corner of your screen) to select *Attach Documents*. Attach your documentation file by clicking **Browse and Attach**.

17. Only the traveler can submit her or his international travel request. If you prepared this request on behalf of the traveler, notify the traveler the request is ready for submission.



18. Click **Submit Request** to send your request to your approver(s).

19. The Final Review window opens.

To review the export control and regulatory compliance information, click the link for your campus.

20. If you agree with the statement, click **Accept & Submit**.



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The approvers listed under the Approval Flow will receive an email notification that an international travel request is pending approval.

Once your request is fully approved:

- Christopherson Business Travel (CBT) will be notified that your international travel request has been approved. This lets the agents know it is now okay to assist with booking your trip.
- You will receive an email notification that includes important information, such as international medical and evacuation insurance. **It is at this time that your trip can be booked through Christopherson Business Travel (CBT).**

Adding or changing destinations will require submission of a new request.