

Travel Tips

Departmental Approval: As required by CU policy, all employees planning business travel on behalf of the Department of Psychology & Neuroscience must fill out a TA (Travel Authorization) form that is available online from the Business Office's website: <http://psych.colorado.edu/business-office.html>. The form is an interactive PDF, which can be completed using the free Adobe Acrobat Reader and emailed for submission. You will receive an email notification upon its approval.

CU Travel Card: If you currently have a State Travel Visa Card, please continue to use this for your travel related expenses. CU is transitioning to a new corporate liability Travel Card. This new Travel Card should integrate with the Concur Travel & Expense System.

Non-Employee Travel: There are two options:

- (a) We as the employee can call Christopherson and book the airfare, or
- (b) We can fill out the [non-employee travel form](#) and submit it to Christopherson to authorize the travel. With this form the Christopherson travel agent can proceed to book the travel arrangements.

Airfare: To book your airfare you may either use the online CONCUR Travel & Expense System or contact a travel agent with Christopher Business Travel. The online booking fee is \$9; the agent assisted booking fee is \$20. Provide them with your Speedtype Number.

Christopherson Business Travel
5680 Greenwood Plaza Blvd, Suite 300
Greenwood Village, CO 80111
Business Hours: 7:00 a.m. to 5:30 p.m. (Mountain Standard Time)
Toll Free Phone: 1-855-462-8885
Local Phone: 303-694-8744
Fax: 303-741-6329
Emergency After Hours: 1-800-787-2390 (must reference service code AI79)
Int'l Emergency After Hours: 1-818-575-4313 (collect call using service code AI79)
Email: cutravel@cbtravel.com

- **Free Baggage:** Frontier and United Airlines are providing free baggage with the purchase of State Airfare Price Agreement tickets. In order to avoid paying baggage fees, you can verify with your travel agent that you have purchased a ticket from the State of Colorado Airfare Price Agreement.
- **Internet Airfares:** If you wish to purchase airline tickets on an external internet site (not Concur Travel & Expense) must first compare the full cost of the outside site's fare with the fares shown in Concur (print the list of Concur fares). If total cost of non-Concur fare is less than the Concur fares plus service fee, you can proceed with the non-Concur ticket purchase using a personal credit card. Include itemized receipt/proof of payment & the comparison quote printout when you turn in your receipts to the Business Office. Your quote and purchase must be on the same day. Without this comparison you will not be reimbursed for the cost of the airfare. You also need to register your trip with [iSOS as a no cost trip](#) (domestic or international).

Travel Tips

- If you are traveling with a non-CU employee (i.e. family member) you may book airfare by calling Christopherson, but you will be personally charged a \$20 service fee for the transaction. You cannot book personal travel through the online system.

International Travel:

- To book international airfare you cannot book online but must contact a Christopherson travel agent.
- If your travel is supported by federal funds, you will need to comply with the [Fly America Act](#). If you are unsure please contact the Business Office prior to booking.
- Export Control & your laptop/mobile devices. When traveling to or from another country with these items, keep in mind that they are subject to confiscation. These items are subject to export control and the law may require that you have an export license to travel with these items, internationally. If you have any questions about export controls please contact the Business Office prior to your trip. If we need to get an export license for you, this will take time.
- The US government provides information on [travel warnings](#) and the World Health Organization provides [health alerts](#).

Rental Car:

- Use contracted rental agencies: Enterprise, Hertz, or National, per the [automobile rental matrix](#) and pay with your State Travel Visa Card or personal credit card.
- Note: Four-wheel-drive vehicles may only be rented if the trip requires it to access a difficult-to-get-to location. Unless this is the case, travelers must rent two-wheel drive vehicles.
- Insurance: In most cases, VISA provides Collision/Loss Damage Waiver (CDW/LDW). The State contracted agencies provide liability coverage. For more information contact 1.800.VISA.911 prior to traveling to determine the specific insurance needs applicable to your trip.
- You will need to obtain a rental car receipt that shows actual itemized charges, not estimates, and proof of payment.
- Submit your gasoline receipts that pertain to the rental car.

Travel Expense Reports: The Business Office will create your travel expense report for you. Simply turn in your receipts. Explain anything unusual that may have happened. If you attended a conference be sure to include the conference/meeting program. This will help us determining how much per diem to include.

- When the report is ready you will be notified. Logon to the CONCUR Travel & Expense System to review and submit your report.
- After you submit your travel expense report, it will route electronically to your approver. You are done.
- After your approver approves your report it will proceed to Travel Accounting at the PSC. Once they approve your report, look for a direct deposit of your approved reimbursement.