



University Travel

Knowledge Based Workshop

June 21st , 2022



Campus Controller's Office
UNIVERSITY OF COLORADO **BOULDER**

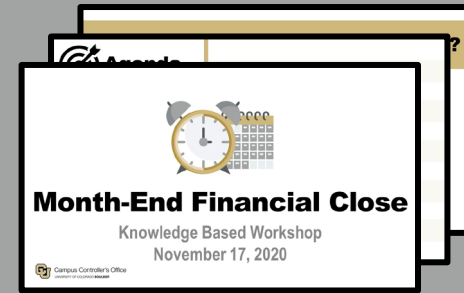
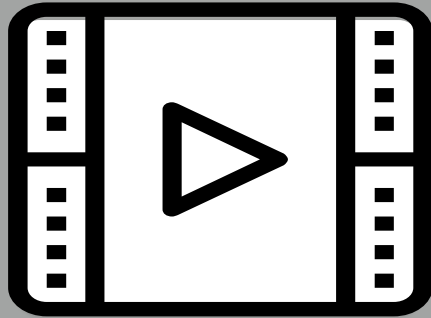
Ask Questions at Any Time

Using the Q&A Feature



Recording and Slides Available:

colorado.edu/controller/training



Meet Our Presenter

Shannon Miller

University of Colorado
Travel Program Manager

Moderated by:

Carol Shannon Training & Development Specialist





Agenda

Concur Updates

Travel Pre-Approval

Reconciling Airfare

Unused Airfare Ticket Credit

Cash Advance

Travel Card vs. Procurement Card



Concur Updates

Based on feedback from campus; the following updates were added:

Frontier and Spirit Airlines now available

Basic economy fares now available

Users can now make changes to tickets online in Concur

For arranger: guest booking access for non-employee travel

Travel Preapproval

Employee Pre-Approval: Domestic

Departmental (manager) approval required and can be obtained by:

- Request function in Concur
- Internal travel pre-approval process



Travel Preapproval

Employee Pre-Approval: International

Approval required is determined by destination and is obtained by request function in Concur.

Approval is automatically routed based on the traveler's reporting hierarchy as follows:

Manager/SpeedType approver → Officer approver → Chancellor/President
(High risk countries only)

Travel Preapproval

Non-Employee Pre-Approval: Domestic

Departmental (manager) approval required and can be obtained by internal travel pre-approval process.

Non-Employee Pre-Approval: International

Approval required is determined by destination and is obtained by email approval from

Manager/SpeedType approver → Officer approver → Chancellor/President
(High risk countries only)

Reconciling Airfare

Airfare is reconciled in Concur

Airfare booked through Concur or CBT agent is assigned to the traveler/travel arranger.

Airfare reconciled after trip conclusion along with any additional travel related expenses:

- No receipt required (Concur/CBT bookings)
- Airfare can be split between SpeedTypes
- Airfare can be reconciled on employee or non-employee expense report

Reconciling Airfare



What should I do if I need to have airfare reassigned or if the charge does not belong to me?

- If you know who the expense needs to be assigned to use [this form](#)
- If you need the expense researched, email PSCtravel@cu.edu

Unused Airfare Ticket Credit

What is it?

When airfare is cancelled by a traveler, airlines typically issue a credit that can be used for future purposes.

How do I use it?

- If booking in Concur the ticket credit will be automatically applied
- If you need to apply the funds to a different traveler, contact a CBT agent



Unused Airfare Ticket Credit

How can I find out how many unused credits my department has?

Email request to psctravel@cu.edu

- In your email, the subject line should read “Ticket Report Request: (ORG number)”
- If you need a report of multiple ORGs, please include the ORG list within the body of the email. Note: Reports cannot be pulled by the ORG Node, individual ORGs are required



Cash Advance

Appropriate use of cash advance

Group travel

Extended stay (over 14 days)

Remote location

Process for requesting cash advance

Minimum request of \$500.00

Must include detailed budget to advance request

Payment to non-US persons must be reviewed and approved by Employee Services International Tax Team prior to request (attach approval to cash advance request)

Travel card vs Procurement card

Travel Card: Used to purchase travel

- Conference registration
- Lodging/lodging deposit
- Ground transportation
- Additional travel-related expenses
- Small local official functions
- Meals (note: claimed as personal expenses and deducted from the total reimbursement owed to the employee).

Travel card vs Procurement card



CONFERENCE
REGISTRATION



NON-EMPLOYEE
GROUND
TRANSPORTATION

Procurement Card:

Used to purchase goods and
services



OFFICIAL
FUNCTION UP TO
\$5,000.

Resources

To learn more about travel visit the PSC Travel website:

www.cu.edu/psc/travel

- Travel questions, contact the PSC Service Desk psc@cu.edu t: (303) 837-2161
- To reassign airfare, complete [this form](#)
- Issues with CU suppliers, email PSC Travel psctravel@cu.edu
- Request unused ticket reports, email PSC Travel psctravel@cu.edu
- Request guest booking access, email PSC Travel psctravel@cu.edu

Resources

Other helpful resources

[Travel Procedural Statement](#)

[PSC Online Training](#)

[University Risk Management International Travel Resource](#)



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus