

Booking Airfare for CU Employees

Here's an overview of how to book airfare for a University trip ...

- All University travel requires pre-approval before the airfare is booked. Pre-approval for domestic travel is done within your department. Pre-approval for international travel is done through the Concur Travel & Expense System (Concur).
- Use the Concur online booking tool to make domestic airfare reservations (there is no booking fee).
- If you prefer, work with a Christopherson Business Travel (CBT) agent on domestic airfare (there is a \$20 booking fee).
- You can't make international airfare reservations through Concur. Instead, contact a CBT agent for your international trips (there is a \$20 booking fee).

Booking airfare through Concur or CBT is the preferred method. However, there may be times when you need to purchase airfare through an internet site.

- In this case, you must follow specific procedures or you may not get reimbursed for your out-of-pocket expense.
- For details on what to do, please refer to our [Internet Airfare site](#).

Looking for additional information about CU's managed travel program?

- Check out the [Travel pages](#) found on the PSC website.

Questions? Contact Shannon.Miller@cu.edu .