Travel Procedures and Tips

CU Applied Math Department, Aug. 2026

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Step 1 - Travel Authorization/Notification

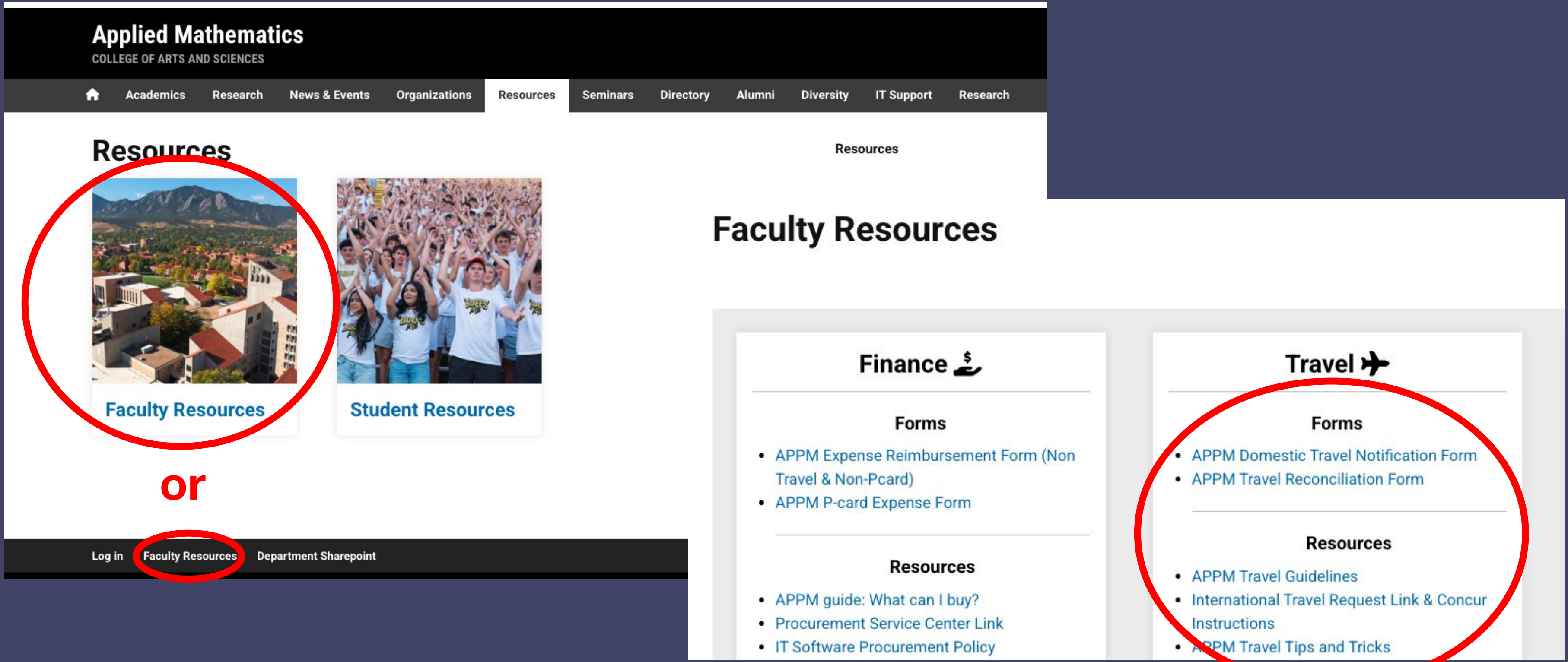
Concur Travel & Expense System

Click here for a link to Concur.

➔ **International Travel Authorizations are REQUIRED for everyone**, and they are found in **Concur**.

➔ Domestic Travel Notification for Faculty - *NEW* Please use this to notify the department of your trip details.

Travel Notifications on the Applied Math Webpage, linked here, or email us and ask



Helpful tips to know before you travel

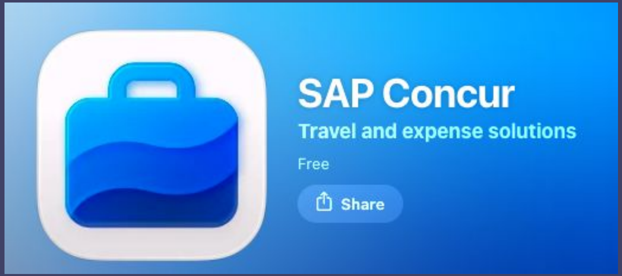
- ➔ Costs must be allowed by University policies or they may not be reimbursed.
- ➔ **Use Christopherson Travel / CBTravel through Concur TO BOOK ALL FLIGHTS**
- ➔ **All receipts must be itemized, and proof of payment shown**

- ➔ **Sabbatical Travel Involved?** If you're taking business trips during a sabbatical, your sabbatical plan has to include these in advance. There are special rules, such as no per diem. Our APPM Travel Policy and the Faculty Sabbatical Expenses at CU website has more details.

Step 2 - Book Your Flight, Lodging, etc.

➔ Flights for CU employees and students **MUST** be booked through **Concur**.

- There is a [Concur app](#)!



If you use Concur® Travel, Concur® Expense, or Concur® Invoice at work, then download this companion app to your iPhone or iPad to manage your travel and expenses when you're on the go!

With the SAP® Concur® mobile app, you can:

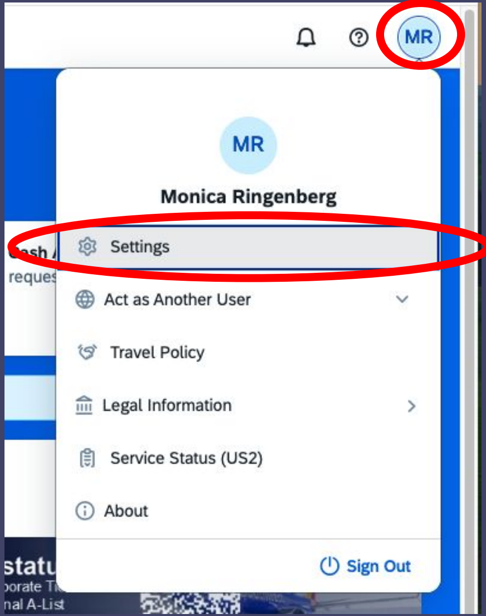
- Review and approve expense reports, invoices, and travel requests
- Snap a photo of your receipt and instantly add it to your expense report
- Book a flight or rail ticket, reserve hotel rooms, or rent a car *Handy if plans change DURING travel.
- Update or add new attendees to meeting invites
- Get hotel suggestions based on your preferences
- Capture and track mileage automatically
- Integrate your itinerary with TripIt to get real-time travel alerts and updates

This is a companion mobile app for existing users of SAP Concur solutions.

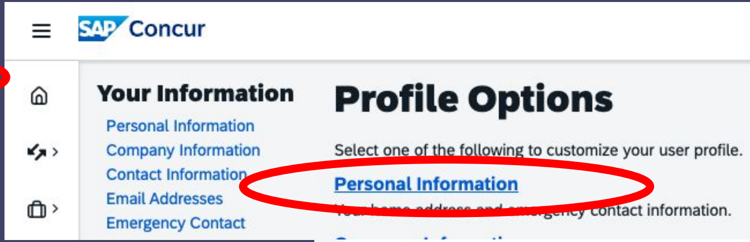
Step 2 - Book Your Flight, Lodging, etc.

➔ Tip: add your own loyalty numbers into **Concur** and get credit for your travel.

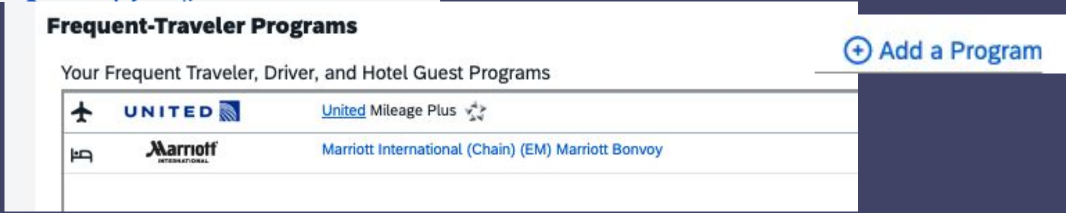
1. Click your initials in the upper right corner, then click Settings.



2. Click Personal Information



3. Scroll down until you see Frequent-Traveler, Click Add a Program.



Step 2 - Book Your Flight, Lodging, etc.

- ➔ **Personal Travel involved?** You will need to obtain a comparison quote at the time of booking from Concur/CBT documenting the cost of the business-only fare.

Step 2 - Book Your Flight, Lodging, etc.

- You can book your hotel, ground transportation and pay conference registration fees on your own.
- CU Travel Cards can be used to pay for:
  - Hotels
  - Registration Fees
  - Trains/Rideshare/Taxis/Buses
- You cannot use your Travel Card for airfare - use Concur.
- **Travel Meals - ALWAYS USE YOUR PERSONAL CARD**
  - You can request per diem, it's much simpler

"Leave the PCard at home when you travel" - nothing should be going on a Procurement Card while traveling. (The Registration Fees can be paid with any method, including PCard.)

Step 2 - Book Your Flight, Lodging, etc.

Guidelines for Card Usage During University Travel

Expense Type	Travel Card	Personal Card	Procurement Card (P-Card)
Airfare	Not Allowed	Not Allowed	Not Allowed
Hotel/Accommodations	Allowed	Allowed	Not Allowed
Meals	Allowed (but per diem preferred)	Allowed (preferred for per diem)	Not Allowed
Incidentals	Allowed	Allowed	Not Allowed
Ground Transportation	Allowed	Allowed	Not Allowed
Parking	Allowed	Allowed	Not Allowed
Conference/Event Registration	Allowed	Allowed	Allowed (preferred method)

Step 3 - While Traveling

- **Charge meals to your personal card**
- **Keep itemized receipts of all reimbursable spending (take pictures). Sometimes you need 2 pages.** For example, a bus ticket may say $10 per ticket - that's the itemized information, but it doesn't say that it was paid with credit card, so you need a credit card receipt or statement also.
- **Tip up to 20%**
- **No alcohol will be allowable**

Anything that's not reimbursable will be subtracted from your expense report.

Step 4 - After Traveling

- ➔ Complete this form and APPM Accounting will help you generate your expense report in Concur and submit it for approvals to be reimbursed, by direct deposit in most cases.
- ➔ We'll need the following information:
  - ◆ All receipts (or tell us they are uploaded)
  - ◆ The dates you traveled
  - ◆ Per diem requests
  - ◆ Mileage requests
  - ◆ Explanations as needed
- ➔ These are due 30 days after travel is completed (or the amount may be added to your taxable pay)

Extra Tips

- Economy Seat Upgrades:
  - Not allowable if you're traveling on a grant unless medically necessary
  - Allowable for reimbursement if the flight is over 8 hours
  - You can use the airline's app to upgrade your seat and pay for it yourself that way.
  - If you need an upgraded economy seat for a particular reason such as length of flight, we may able to document the reason and obtain an exception - let us know.
- Airfare rates tend to rise 21 days before departure, so book early for savings and more options.

Extra Tips

- Mileage can be reimbursed:
  - If you drive to the location rather than fly
  - To/From DIA from your home - request mileage and provide your home address

If you have other situations, please ask us about them, preferably ahead of time. We're here to help!