

ChBE Travel Checklist

Before You Travel

- ☐ Pre-travel approval through Concur is required for **both** Domestic and International Travel. Instructions on how to complete pre-travel authorization can be found [here](#). You can access Concur by logging into mycuinfo.colorado.edu and clicking on the below icon.



- ☐ **If your trip is including [personal travel](#)**, cost comparisons need to be done and included in the pre-travel approval requests.
- ☐ Once travel has been approved through Concur Request, please book airfare via Concur or [Christopherson](#).
- ☐ You can also reserve hotels or rental cars (when justifiable) via Concur, but you will still need to pay for these during your trip with either your Travel Card or your personal card and seek reimbursement.

Important Notes on CU Employee International Travel

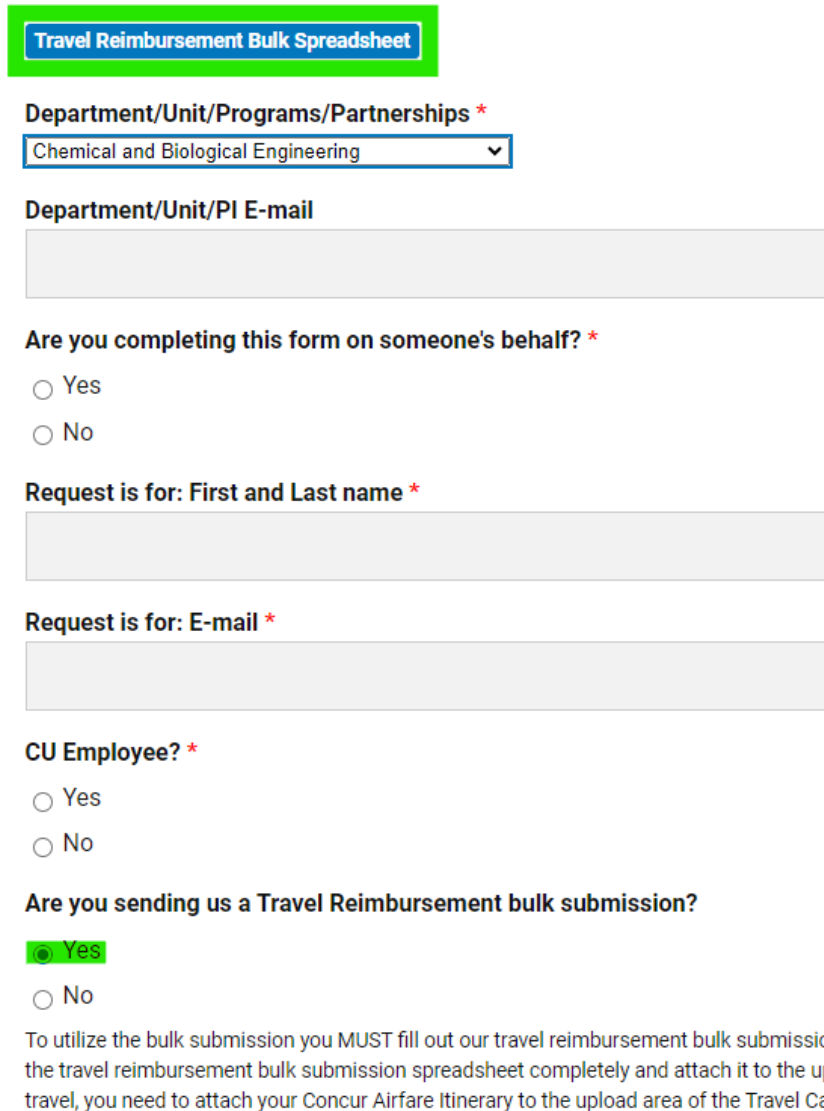
- ☐ As a CU Employee- you are covered under GeoBlue insurance (iSOS), when you book through Concur or CBT.
- ☐ Before you travel, you should prepare yourself by creating an account on the [International SOS website](#).
- ☐ **You must use your University of Colorado email address, or you will not be recognized as eligible for these resources.** Once your email has been verified you will enter your personal information as well as the **University of Colorado Membership Number 11BACAS000006**.
- ☐ Also, you may want to download the [assistance app](#) for consolidation of information and ease of contact in the event of an emergency.

During Travel

- ☐ Please only pay for your own expenses on your Travel Card.
- ☐ Keep all [receipts](#) related to your travel. Pay for items either on your Travel Card or on your personal card to seek reimbursement later.

After Travel Has Concluded

- ☐ Record all expenses you would like reconciled or reimbursed on the [Travel Reimbursement Form](#).
 - TIP: If you have a lot of receipts to submit, it may be easier to use the bulk travel submission option. See the below image for instructions.



The image shows a screenshot of a web form titled "Travel Reimbursement Bulk Spreadsheet". The form includes several fields and questions:

- Department/Unit/Programs/Partnerships ***: A dropdown menu with "Chemical and Biological Engineering" selected.
- Department/Unit/PI E-mail**: A text input field.
- Are you completing this form on someone's behalf? ***: Radio buttons for "Yes" and "No".
- Request is for: First and Last name ***: A text input field.
- Request is for: E-mail ***: A text input field.
- CU Employee? ***: Radio buttons for "Yes" and "No".
- Are you sending us a Travel Reimbursement bulk submission?**: Radio buttons for "Yes" (selected) and "No".

Below the "Yes" radio button for the last question, there is a paragraph of text: "To utilize the bulk submission you MUST fill out our travel reimbursement bulk submission spreadsheet completely and attach it to the upload area of the travel reimbursement bulk submission spreadsheet. Additionally, if you are submitting travel, you need to attach your Concur Airfare Itinerary to the upload area of the Travel Card & Personal".

Questions?

- ☐ The [PSC Travel website](#) is a great resource.
- ☐ So is the [PSC Procedural Statement on Travel](#)
- ☐ Alternatively, feel free to contact us at ChBEFinance@colorado.edu