

CMCI Travel Procedures

BEFORE

*ALL CMCI business travel requires a completed Travel Request

- **Submit Travel request**
 - *International Travel* requests need to be submitted in CONCUR (you will need to receive an approval code to proceed with airfare reservation)
 - *Domestic Travel* requests to be submitted via email to supervisor. The request should include business purpose of the trip, destination, dates, estimated budget and funding source. Approval emails should be forwarded to cmcifinance@colorado.edu and department administrative assistants

- **Airfare Purchase**
 - Concur Travel & Expense System (Business Tools tab in myCUinfo.edu)
 - Christopherson Business Travel (agency fee - \$20)
 - Agent Hours: 7:00 AM to 5:30 PM MST
Monday – Friday (855)462-8885
 - Agent General Email: cutravel@cbtravel.com

- **University Travel Credit Card** (*optional, but recommended if traveling more than once a year*)
 - Complete CU required travel card holder training in SkillSoft (Training tab in mycuinfo.edu)
 - Travel and Travel Card Training
 - Fiscal Code of Ethics
 - Contact CMCI Finance Office to request a card
 - Travel Card will take 6-10 business days to arrive after the application is approve

*If booking airfare using a **personal** credit card, please obtain a quote from Christopherson Business Travel PRIOR to booking. The quote is required when seeking reimbursement. All reimbursements will be

*University travel Card cannot be used for airfare purchase. Only travel related expenses should be charged to the travel card. Employee is responsible for card balances if the expenses exceed the available funding.

DURING

- **Keep all necessary receipts**
 - Receipts should be itemized and legible
- **Upload receipts in Concur**
 - Upload receipts using the web browser OR
 - Email receipts to receipts@concur.com (need to verify your email in Concur Settings for this to work) OR
 - Install CONCUR App for your smartphone device and capture receipts with your camera

AFTER

- **Complete** Travel Reimbursement/Reconciliation Form within 30 days of last day of travel (delayed reimbursement may be reported as income and be taxed)
 - <https://goo.gl/forms/93aRuK9GJysxFelk1>
- **Ensure** that all necessary receipts are uploaded in CONCUR
- **Submit** the report, once notified via email that the report is ready

ADDITIONAL RESOURCES

Visit [CU Procurement Service Center: Travel](#) website for additional information on the following and more:

- Concur Travel and Expense
- Booking University Travel for Employees
- Per Diem Rates
- Mileage Rates
- Travel Card Handbook

CMCI Finance Office Contact Information

cmcifinance@colorado.edu