Business/Personal Travel Quote Procedures

Purchasing internet airfare (not purchased through Concur or Christopherson Business Travel (CBT)) when traveling for combined business and personal travel requires two quotes:

1) Quote for business travel (minus any personal travel)
   a. Tells us how much is allowed for the trip
   b. Typically this would be a day prior to conference, returning day after conference

2) Quote for business/personal travel
   a. For actual airfare you want to purchase

Quotes must meet the below University requirements:

- Quote must be obtained from Concur/CBT prior to the internet purchase
- Comparison quote must be for the same routes, dates and general flight times (within approximately one hour) as the purchased airfare
- Total cost of the internet purchase must be less than the Concur/CBT quote
- Purchase must be made using a personal credit card and request reimbursement after the trip concludes

Link to Procurement Service Center (PSC) travel information:

https://www.cu.edu/psc/travel

For example:

Going to Chicago for a conference on Aug 15th-17th, then personal travel to New York (18th-19th), returning to Denver (20th). Flight path: Denver to Chicago to New York to Denver

1) Get quote for round trip airfare from Denver to Chicago (business)
   a. August 14th-18th

2) Get quote for airfare from Denver to Chicago to New York to Denver (business/personal)
   a. August 14th-20th
   b. Ok to purchase internet airfare if less than both the business and business/personal quotes

**For International quote – complete international travel request in Concur system prior to contacting CB Travel for quote
- Attach department approved Travel Authorization (TA) to your international travel request**