

## Quick Reference: TRAVEL

The university's detailed travel policy can be found here: <https://www.cu.edu/psc/psc-procedural-statement-travel>, with easy-to-navigate expense categories/topics.

### TRAVEL POLICY HIGHLIGHTS

- [Boulder Campus Faculty Absence Policy](#) states, "It is expected that faculty members will not be absent from classes except in cases of illness, personal emergency, religious observance, or when the absence is desirable for the faculty member to meet his or her professional responsibilities." Different guidelines exist depending on the length of travel – **written requests and approvals** are required for travel of **more than five contiguous working days**.
- When registering for a conference in advance of a trip, you may charge the **conference registration fee** to your **Procurement Card** (Pcard). The Pcard **cannot be used for any other travel related purchases**. (While it can be used for meals with guest speakers, for example, here in Boulder, it **CANNOT be used to purchase food while in travel status**).
- **Airline tickets should be purchased in the Concur** Travel & Expense system (in MyCUInfo) by conducting a search, choosing a flight, and charging the cost to a speedtype.
- An **airline ticket** can only be purchased on an **external internet site** (with personal funds) if you print a Concur **comparison quote for the same flight day/time IN ADVANCE of booking a ticket**. The external site ticket must cost less. You cannot be reimbursed until after the trip is complete, and you must submit the comparison quote to be reimbursed.
- If you are having difficulty finding the flight you want on Concur (that you located on another site), be sure to **expand the default search windows** to help your search.
- Tickets **booked with a Christopherson travel agent** (by phone or email) rather than the online Concur system are charged a **\$20 service fee** to your speedtype. This is unavoidable with international travel bookings and for certain airlines.
- One common situation when an external site may be used to book airfare is a trip when you are traveling with family and need to book personal tickets along with business tickets.
- **International travel requires advance approval** (even if another institution is paying some of your expenses), using the **online Concur Request form (Request tab, New Request)**. Once this is complete, you **must book an international travel ticket with a Christopherson travel agent** (by email or phone), not through the Concur online system.
- All the **same rules apply** for purchasing an international ticket from an **external site** – you must first complete the international travel approval process, obtain a comparison quote from a Christopherson agent, proving that the external site ticket is less expensive. You must submit that comparison quote to be reimbursed for the ticket, once the trip is complete.
- There is a **Travel Card** which enables travelers to directly charge other costs (lodging, ground transport, parking) to a corporate credit card. Please complete the application procedure or inquire with staff if you are interested in having one.