

# How to Create Travel Requests

This guide was created to show you how to get quotes through Concur, what documentation you need for your travel request, and how to submit your request. Please submit your request once your travel dates are finalized.

## Getting Quotes

Before requesting travel approval, you **MUST** get quotes through Concur to attach to your request and fill in your expenses as accurately as possible –even when personal travel is included. If you are unable to obtain accurate estimates due to premature plans, it is best to wait until all travel plans have been finalized.

**IF YOU DO NOT ATTACH AIRFARE QUOTES FROM CONCUR, YOUR REQUEST WILL NOT BE APPROVED BY THE UNIVERISTY.**

### Travel Request Expense Checklist:

1. Airfare quote (Concur)
2. Lodging quote (Meeting Hotel cost estimation)
3. Registration Cost (Meeting Registration Cost)

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# Personal and Business Travel

Airfare for a combined business/personal trip should be purchased through the Concur Travel & Expense System (Concur) or Christopherson Business Travel (CBT).

1. You'll need a comparison quote from Concur (domestic) or CBT (international) to document the cost of the business-only fare.
2. Compare the cost of the combined trip airfare with the cost of the business-only airfare. If the extended trip results in a higher cost, you need to reimburse the University the difference in airfare as soon as possible after the purchase occurs.
3. If necessary, Austin will help you reimburse the University.
4. Whether you need to reimburse the University or not: Retain a copy of the comparison quote to attach to the trip expense report.

If you'll be traveling with a companion for the personal part of the trip, you can purchase both airfare tickets through CBT. The CBT agent can then book your seats together on the plane. Purchase your ticket using University funds (CUSpeedType) and purchase your companion's ticket using personal funds (your personal credit card).

Note: Personal travel days are not covered by risk management.

“ **Example:** I have a conference in Switzerland, with the nearest airport being in Geneva. Before I go to the conference, I want to do some personal travel in Vienna. I want to fly from Vienna to Geneva for the conference once my personal travel has concluded. When the conference is over, I'm going to fly from Geneva back to Denver.

## What quotes do I need?

Quote 1: Round trip airfare with business portion only in Concur/Travel Agency (Denver to Geneva, Geneva to Denver).

Quote 2: Round trip airfare including personal travel included in Concur/Travel Agency (Denver to Vienna, Vienna to Geneva, Geneva to Denver).

## What do I owe?

The employee is responsible for the cost difference between the two quotes.

## How do I pay the difference?

Per university policy the employee writes a personal check to the university as soon as possible once the tickets have been purchased. Austin will deposit the check for you and get the appropriate documentation to attach it to your reconciliation report.

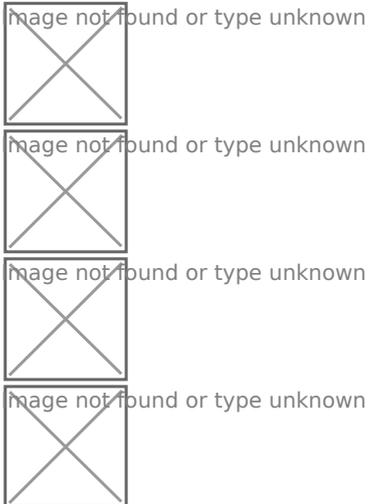
# Submitting Your Travel Request

Make sure that you have all of your quotes, Speedtype(s), and other documentation before you continue.

## **Attachment Checklist:**

1. Event invitation/agenda
2. Airfare quote
3. Rental car quote if necessary

If other attachments related to your travel are available, please attach them. The more information that you can provide, the easier it will be to receive approval from the Dean's office.



## Adding Expenses

Once you finish the details of your request, you MUST add expenses.

Expenses must be as complete and accurate as possible. This includes, but not limited to: airfare, lodging estimate, transportation, and registration.

**BEFORE ADDING EXPENSES, ENSURE YOU HAVE ALL YOUR QUOTES READY. QUOTES WILL NEED TO BE ATTACHED TO THE SUBMISSION MATCHING THE EXPENSES YOU ENTER.**

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Click “Add” under Expected Expenses, the drop-down list to the right appears.

Per University policy, if **any** of these expenses are applicable to your trip, you **MUST** add them and include them in your request. Requests with missing expenses will be denied.

If someone else is going to pay for any of the expenses below, list those in the notes section of the request.

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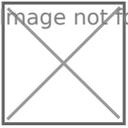
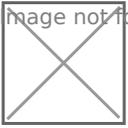


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# Adding Attachments

## **Attachment Checklist:**

1. Event invitation or agenda
2. Airfare quote
3. Rental car/transportation quote or
  - a. Add details in notes section of expense.

Once all your data has been entered and all your attachments have been added, click “Submit Request”.

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If you have any questions, please contact [Austin](#) for additional information.

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