**Travel Card and Travel Arranger**

The following trainings are necessary for employees that will be booking travel, reconciling travel charges, or obtaining a travel card.

CU: Concur – Booking Travel: U00092

CU: Concur – Reconciling Travel: U00094

CU: Travel and Travel Card Training: U00078​

CU: Fiscal Code of Ethics: F00001

**Obtaining a Travel Card**

​​​​The cardholder applicant submits the [Cardholder Application-Travel Card](https://www.cu.edu/psc/forms/cardholder-application-travel-card-ca-tc) to request the card. He or she must complete the online Travel & Travel Card Training course and pass the course quiz in order to obtain the card. Additional training is required as noted on the application form.

A Travel Card cardholder may be either an employee or affiliate fiscal staff.

Upon issuance, the card is sent to the cardholder’s work address.