## **Approved Travel Agency**

From May 2<sup>nd</sup>, 2011 Christopherson Business Travel is the travel agency for the University of Colorado. To obtain airline and other common carrier tickets for CU employees, students, and non-employees, contact Christopherson Business Travel. You must identify yourself to the agency as a University of Colorado employee and provide a ST number.

**Note:** If they wish to, non-employees may work with other travel agencies, purchase their own tickets, and request reimbursement for coach class travel upon conclusion of the trip. CU employees and students who wish to purchase tickets on the internet or through other travel agencies must follow the PSC Procedural Statement Travel Authorization and Expense.

## **Travel Agency:**

Christopherson Business Travel 5680 Greenwood Plaza Blvd, Suite 300 Greenwood Village, CO 80111

Business Hours: 7:00 a.m. to 5:30 p.m. (Mountain Time), Monday - Friday

Toll Free Phone: 1-855-462-8885 Local Phone: 303-694-8744

Fax: 303-741-6329

Emergency After Hours: 1-800-787-2390 (must reference service code AI79) Int'l Emergency After Hours: 1-818-575-4313 (collect call using service code AI79)

Email: cutravel@cbtravel.com

Business Classification & Diversity Information: Small Business

Woman-Owned Small Business

## **Dedicated Christopherson Business Travel Agents:**

NOTE: For the fastest service, and to reach the next available agent, please call either the toll free or local number listed above.

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