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**PROCUREMENT SERVICE CENTER**

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[Home](#) > Approving Expense Reports in the Concur Travel & Expense System

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## **Approving Expense Reports in the Concur Travel & Expense System** <sup>[1]</sup>

The steps to approve an expense report are the same whether it is a Travel Reconciliation expense report or a Procurement Card expense report. You will receive a system - generated email when an expense report has been submitted for your approval.

### **Your Training Format**

You can download the Step-by-Step Guide below.

#### **Files:**



[Approving Expense Reports in the Concur Travel & Expense System](#)<sup>[2]</sup>

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**Source URL:** <http://www.cu.edu/psc/policies/approving-expense-reports-concur-travel-expense-system>

#### **Links:**

[1] <http://www.cu.edu/psc/policies/approving-expense-reports-concur-travel-expense-system>

[2] <http://www.cu.edu/sites/default/files/policies/43516-approving-expense-reports-concur-travel-expense-system/files/sbsapprovingexpensereportsintheconcurtravelexpenssystem120915.pdf>