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**PROCUREMENT SERVICE CENTER**

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

The home page is your first view of the Concur Travel & Expense System after logging in via your campus portal. It is where you will begin booking official University employee travel, requesting cash advances, and reconciling Procurement Card and travel expenses.

### **Your Training Format**

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

#### **Files:**



[sbs-working-expense-system-010815.pdf](#)<sup>[2]</sup>

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

#### **Links:**

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

[2] <http://www.cu.edu/sites/default/files/policies/43507-working-concur-travel-expense-system/files/sbs-working-expense-system-010815.pdf>