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PROCUREMENT SERVICE CENTER

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

Working in the Concur Travel & Expense System ^[1]

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](#)^[2]

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>