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Learn how to purchase and pay for goods and services and how to travel and process travel reimbursements. For a list of training requirements and access request forms, please visit the Access & Training Requirements guide [1].

CU Marketplace

Purchasing and payment processing in the University's eProcurement system.

CU Marketplace Learning Resources [2]

Concur Travel and Expense

Online system used for managing university travel and expenses.

Concur Learning Resources [3]

Booking Travel

Booking trips for employees and non-employees, identifying travel arrangers, and updating traveler profiles.

Booking Travel Learning Resources [4]

Reconciling Non-Employee Travel

Processing travel/other reimbursements and refunds for non-employees.

Reconciling Non-Employee Travel Learning Resources [5]

Reconciling Employee Travel

Processing travel/other reimbursements and refunds for employees.

Reconciling Employee Travel Learning Resources [6]

Reconciling Procurement Card

Allocating SpeedTypes and other processing for Procurement Card expense reports.

Reconciling Procurement Card Learning Resources [7]

Payment Resource Center

Looking up payment status for invoices, reimbursements, and study subjects

Payment Resource Center [8]

Procurement Dashboards

Interactive summary of your department’s spending

Procurement Dashboards [9]

[10] [11]

Source URL:https://www.cu.edu/node/41557/delegates-emailing-receipts-receipt-store

Links
[1] https://www.cu.edu/psc/policies/access-training-requirements [2] https://www.cu.edu/psc/cu-marketplace-training [3] https://www.cu.edu/psc/new-concur-user-interface
[4] https://www.cu.edu/psc/training/booking-travel-including-use-concur-travel
[5] https://www.cu.edu/psc/training/reconciling-non-employee-travel [6] https://www.cu.edu/psc/reconciling-travel-concur [7] https://www.cu.edu/psc/reconciling-procurement-card-concur
[8] https://www.cu.edu/psc/training/payment-resource-center [9] https://www.cu.edu/psc/training/procurement-dashboards [10] https://www.cu.edu/print/psc/training
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