

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](#) <sup>[1]</sup>.

## **CU Marketplace**

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

[CU Marketplace Learning Resources](#) <sup>[2]</sup>

## **Concur Travel and Expense**

Online system used for managing university travel and expenses.

[Concur Learning Resources](#) <sup>[3]</sup>

## **Booking Travel**

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

[Booking Travel Learning Resources](#) <sup>[4]</sup>

## **Reconciling Non-Employee Travel**

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

[Reconciling Non-Employee Travel Learning Resources](#) <sup>[5]</sup>

## **Reconciling Employee Travel**

Processing travel/other reimbursements and refunds for employees.

[Reconciling Employee Travel Learning Resources](#) <sup>[6]</sup>

## **Reconciling Procurement Card**

Allocating SpeedTypes and other processing for Procurement Card expense reports.

[Reconciling Procurement Card Learning Resources](#) <sup>[7]</sup>

## **Payment Resource Center**

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

[Payment Resource Center](#) <sup>[8]</sup>

## Procurement Dashboards

Interactive summary of your department's spending

Procurement Dashboards [9]

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**Source URL:**<https://www.cu.edu/node/41557/step-4b-attaching-documents-fax>

### 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>  
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