



University of Colorado

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[Home](#) > Training

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 <http://www.cu.edu/psc/policies/access-training-requirements>.

CU Marketplace

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

[CU Marketplace Learning Resources](#)

Booking Travel (including use of Concur Travel)

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

[Booking Travel Learning Resources](#)

Concur Expense - Reconciling Travel

Processing travel and other reimbursements.

[Reconciling Travel Learning Resources](#)

Concur Expense - Reconciling Procurement Card

Allocating SpeedTypes and other processing for Procurement Card expense reports.

[Reconciling Procurement Card Learning Resources](#)

Related Links

There are many online courses related to procurement and travel.

- [Online Course Related Resources](#)

Source URL: <http://www.cu.edu/psc/training/step-4c-attaching-documents-receipt-store-individual-expenses>