

Concur Travel & Expense System

Quick Reference Guide: *The Expense Report Process*

The expense report process, within the Concur Travel & Expense System, has six steps from start to finish. The same steps are performed to process Travel Reconciliation expense reports and Procurement Card expense reports.

Logging In

Begin by accessing Concur via your campus portal.

1. Log in to your campus portal and locate your CU Resources section.
2. Under the **Business Applications** area, select the [Concur Travel & Expense System](#) link.

Processing Travel Reconciliation and Procurement Card Expense Reports

