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Don’t forget Concur when employees leave your department! [1]

October 20, 2023 by Staff [2]

There are many tasks that must be completed when an employee is preparing to separate from the University or from their current department. Often overlooked, however, are pending transactions in Concur. Departments should work with separating employees to ensure all unreconciled charges in Concur are assigned to a report and submitted ***before*** the employee’s last day with the University.

Additionally, the department must notify the PSC to close a separating employee’s Travel and/or Procurement Card upon their departure. This can be done using the new Concur Request Update [3] process, selecting the Card Services Type 04. ***Suspend/Cancel or Reinstate***.

Please reach out to PSC@cu.edu [4] with questions!

Procurement Card [5], Travel Card [6]
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