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Important Travel & Expense Alerts - Straight to your Inbox! [1]

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Did you know that Concur, the university's travel and expense system, regularly sends important notifications to your email box to help you stay on top of your fiscal responsibilities? These emails can alert you to:

- Transactions that require your reconciliation and/or reports that require your approval
- Travel bookings for you and/or your direct reports
- Overdue reconciliations with warnings that alert you to potential tax consequences
- Specific impacts to your take-home pay when deadlines are missed

To avoid surprises, do not block Concur emails and do not mark them as junk/spam. This could prevent you from seeing important notifications. Take a moment to promptly review the emails for required action. It's the easiest and most effective way to stay on top of your expense processing duties.

If you delegate for others in Concur and want to reduce the volume of emails you receive unrelated to your own expense processing, please review the "Receives Emails" column in your Expense Delegates list under Profile > Expense Settings > Expense Delegates.

PSC Travel [3], Concur [4]
Send email when Published:
Yes

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Links
[1] https://www.cu.edu/blog/psc-communicator/important-travel-expense-alerts-straight-your-inbox [2] https://www.cu.edu/blog/psc-communicator/author/151203 [3] https://www.cu.edu/blog/psc-communicator/tag/psc-travel [4] https://www.cu.edu/blog/psc-communicator/tag/concur