

Concur Travel & Expense System Overview ^[1]

The purpose of the Concur Travel & Expense System Overview course is to provide participants with tips on how to work efficiently in the Concur Travel & Expense System, booking tickets and reconciling expenses.

Program Level: Basic

Prerequisites: None

Advanced Preparation: N/A

Instructional Method: Group-Live

Instructor: [Kristina Mendez](#) ^[2]

Recommended CPE Credit: 1.0 Hours

Field of Study: Computer Software and Applications

Course Objectives:

At the end of the course, participants will be able to:

- Navigate the Concur Travel & Expense System to process airline tickets and expense reports;
- Identify common challenges in processing expense reports and pinpoint their solutions; and,
- Describe the Concur approval flow.

Program Policies ^[3]

NASBA Statement

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overview

Links

- [1] <https://www.cu.edu/controller/cpe-cpas/course-catalog/concur-travel-expense-system-overview>
- [2] <https://www.cu.edu/controller/kristina-mendez-cpe-instructor>
- [3] <https://www.cu.edu/controller/cpe-cpas-policies>
- [4] <http://www.learningmarket.org>