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

The Office of University Controller - University of Colorado is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.learningmarket.org [4].

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