

Payment Academy: Reimbursements in Concur ^[1]

The purpose of the Payment Academy: Reimbursements in Concur course is to provide participants with the knowledge and skills needed to ascertain the status of employee and non-employee reimbursements processed in the Concur Travel & Expense System, and to troubleshoot common payment problems.

Program Level: Basic

Prerequisites: None

Advanced Preparation: N/A

Instructional Method: Group-Internet Based

Instructor: ^[2][Kristina Mendez](#) ^[2], [Emily Hawkins](#) ^[3]

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:

- Identify best practices in submitting reimbursement expense reports;
- Navigate Concur and the Finance System to look up payment status; and, ?
- Troubleshoot and resolve problems that result in payment delays.

Program Policies ^[4]

NASBA Statement

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Links

[1] <https://www.cu.edu/controller/payment-academy-reimbursements-concur>

[2] <https://www.cu.edu/controller/kristina-mendez-cpe-instructor>

[3] <https://www.cu.edu/controller/emily-hawkins-cpe-instructor>

[4] <https://www.cu.edu/controller/cpe-cpas-policies>

[5] <http://www.learningmarket.org>