

Resources for Concur - Reconciling Travel ^[1]

Visit the PSC website ^[2] to learn more about procurement policies, procedures, and step-by-step instructions. The [Travel page](#) ^[3] offers information about the university's managed travel program and top travel links.

Expense Delegates

Expense delegates can help process expense reports in Concur on behalf of another person.

[Learn how to identify a delegate](#) ^[4]

[Learn how to act as a delegate](#) ^[5]

Concur Travel & Expense Learning Resources

When creating an expense report to process employee reimbursements (travel and non-travel) and Travel Card expenses, select the **Travel Reconciliation** policy.

[How-to videos and instructions](#) ^[6] are available online.

Source URL:<https://www.cu.edu/psc/concur-resources-reconciling-travel>

Links

[1] <https://www.cu.edu/psc/concur-resources-reconciling-travel> [2] <https://www.cu.edu/psc>

[3] <https://www.cu.edu/psc/travel> [4] <https://www.cu.edu/psc/concur-how-identifying-delegates-concur-travel-expense-system> [5] <https://www.cu.edu/psc/training/booking-travel/acting-delegate-or-travel-arranger>

[6] <https://www.cu.edu/psc/training/reconciling-travel-concur>