
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