The following information is supplemental to the Concur - Reconciling Travel SkillSoft course and may be helpful as you reconcile employee travel expenses in the Concur Travel & Expense System (Concur).

Note - The information on this page relates to reimbursing employees. To reimburse non-employees, see Reconciling Non-Employee Travel.

PSC Website

Visit the PSC website to learn more about procurement policies, procedures, and step-by-step instructions. The Travel page 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. Learn how to act as a delegate.

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 are available online.

PSC COMMUNICATOR Newsletter

The PSC newsletter frequently includes information on travel.

To receive the newsletter, email uis.cu.edu and ask to be added to the User Alert List.

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

Links
[1] https://www.cu.edu/psc/concur-resources-reconciling-travel
[3] https://www.cu.edu/psc
[8] https://www.cu.edu/psc/newsletter