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](https://www.cu.edu/psc/training/reconciling-non-employee-travel).

**PSC Website**

Visit the [PSC website](https://www.cu.edu/psc) to learn more about procurement policies, procedures, and step-by-step instructions. The [Travel page](https://www.cu.edu/psc/travel) 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 [5] and how to act as a delegate [6].

**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 [7] are available online.

**PSC COMMUNICATOR Newsletter**

The [PSC newsletter](https://www.cu.edu/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