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 [2].

Launch the Concur - Reconciling Travel course. [3]

PSC Website


Expense Delegates

Expense delegates can help process expense reports in Concur on behalf of another person. Learn how to identify a delegate [6]
Learn how to act as a delegate [7]

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 [8] are available online.

PSC COMMUNICATOR Newsletter

The PSC newsletter [9] 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
[4] https://www.cu.edu/psc
[8] https://www.cu.edu/psc/training/reconciling-travel-concur
[9] https://www.cu.edu/psc/newsletter