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Video Library [1]



This page hosts a vast array of PSC videos focused on Concur, CU Marketplace, and recorded Webinars.

Concur

Concur Travel & Expense Overview
A brief, high-level overview of Concur, CU's travel and expense system.

Concur How-To: Adding Segments [2]

Concur How-To: Lodging Itemizations [3]

Concur How-To: Allocating Expenses [4]

Concur How-To: Adding Expenses [5]

Concur How-To: Mileage Reimbursements [6]

Concur How-To: Adding Attendees [7]

Concur How-to: User Added Approvers [8]

Concur How-To: Meals and Incidentals Expenses Per Diem [9]

Concur How-To: Creating a New Expense Report [10]

Concur How-To: Viewing Requests [11]

Concur: Approving Official Application [12]

Concur: Travel Card Update [13]

Concur: Travel Card Application [14]

Concur: Approver Perspective [15]
Learn how to approve travel and procurement card requests in Concur Travel and Expense

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Concur: Procurement Card Application [16]

CU Marketplace

CU Marketplace: CU Marketplace Overview
Learn the basics of CU Marketplace

CU Marketplace: Looking Up Invoices [17]
Check the payment status of invoices in CU Marketplace

CU Marketplace: Registering as a Supplier - Companies/Independent Contractors [18]
Register in the CU Marketplace as a Purchase Order supplier

CU Marketplace: Supplier - Submitting an Invoice [19]
Submit Purchase Order invoices using the CU Marketplace supplier portal

CU Marketplace: Registering as a Supplier - Individuals [20]
Register in the CU Marketplace as an Individual supplier

Webinars

Concur Change Approver Webinar
Join PSC staff for an overview of upcoming changes to the university’s expense report approval process, planned for implementation in 2027. Learn about the transition to a single fiscal staff approval model for all procurement card, travel, non-travel, and non-employee expense reports, and why this change is being made. The PSC discusses what departments need to do to prepare, anticipated timelines, and available resources to support a smooth transition.

PSC Travel Webinar: Group Travel
This webinar explores the unique responsibilities and considerations involved in university group travel. Viewers will gain an understanding of the distinctions between serving as a group leader and traveling as a member of a group, including key requirements, expectations, and best practices for successful travel experiences. Attachment: Travel Slide deck [21]

PSC Travel Webinar: Everything Airfare
This webinar provides an overview of travel policies and outlines key steps to follow before, during, and after business travel. It explains how to plan ahead, select and book airfare in compliance with guidelines. The session also addresses seat assignments, upgrades, how to manage trips that combine personal and business travel, and much more!

UCCS Amazon Business Training Webinar
These sessions are designed to help UCCS staff and faculty get the most out of their Amazon Business account and address common questions.

CU Denver Amazon Business Training Webinar
These sessions are designed to help CU Denver staff and faculty get the most out of their Amazon Business account and address common questions.

CU Boulder Amazon Business Training Webinar
These sessions are designed to help CU Boulder staff and faculty get the most out of their Amazon Business account and address common questions.

CU Anschutz Amazon Business Training Webinar
These sessions are designed to help CU Anschutz staff and faculty get the most out of their Amazon Business account and address common questions.

CU Marketplace Webinar: Reporting
This webinar will show tips and tricks for generating reports in CU Marketplace. Customers will be guided through the available tools and report types, helping to manage the procurement process more effectively.

PSC Travel Forum - Policy, Policy, Policy
This webinar reviews current travel policy and important definitions.

Concur Webinar: Concur Expense and Request Approvals
This webinar focuses on the Approver perspective in the Concur Travel and Expense System.

CU Marketplace Webinar: Exploring the Requestor’s Role in CU Marketplace
This webinar reviews the responsibilities of CU Marketplace Requestors, the matching process, requisitioning procedures, forms processing, and optimal shopping practices.

CU Marketplace Webinar: Submitting a Change Order Request
This webinar will show customers how to request a change to an existing PO/contract in Marketplace, and the documents required for changes to POs/contracts.

Concur Webinar Procurement Card Expense Reports and Fiscal Year-End Considerations
This webinar covers the details of Concur Procurement Card Expense Report functionality, and how to prepare for accruals and general handling of P-Card expenses at Fiscal Year-End.

Marketplace Webinar The Approval Role, Fiscal Year-End, and Related Topics
This webinar focuses on the different approver roles in CU Marketplace, gives you some tips on preparing for fiscal year-end, and touches on PO encumbrances and the roll-forward process to FY25.

PSC Travel Webinar: Tips & Tricks
The PSC's Travel Program Manager shares practical strategies and tools to make your business travel smooth, efficient, and stress-free.

PSC Travel Forum, April 17, 2025
In this webinar, the PSC discusses travel-related policies including airfare, car rentals, lodging, and mileage. Additional topics include travel card use and rules for designated travel days.

Concur 101 Webinar: Submitting a Travel Report
This webinar provides a general overview of the Concur Travel & Expense System while focusing on submitting a travel report.

Reconciling Official Functions in Concur
Due to the recently announced update from the Office of University Controller (OUC) concerning Officer approval requirements [22] for official function expenses, the Procurement Service Center (PSC) hosted a webinar to demonstrate the associated changes to the reconciliation process in Concur.

Miscellaneous

Resources

- Contact the PSC [23]
- Tax-Exempt Information [24]
- Commodity Listing [25]
- PSC Forms [26]
- Controller Forms [27]
- The PSC Communicator (blog) [28]

Related Articles

- Concur Request: Creating and Submitting Travel Pre-Approval Requests [29]
- Concur Expense: Reconciling Employee Travel [30]
- Concur Request: Applying for a Procurement Card [16]
- Concur Expense: Managing Itineraries & Travel Allowance (Per Diem/Meals) for Employees [9]
- Concur Expense: Mileage Reimbursements [6]
- CU Marketplace: Viewing Invoice Status [17]

SEARCH ALL ARTICLES [31]

Policies and Procedures

- PSC Procedural Statement: Travel [32]
- PSC Procedural Statement: Payment Voucher / Authorization [33]
- PSC Procedural Statement: Cash Advances [34]
- Finance Procedural Statement: Official Functions [35]
- Procurement Rules [36]

VIEW ALL PROCEDURES [37]

Groups audience:
Procurement Service Center

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[5] https://pschelp.cu.edu/s/article/Concur-Expense-Adding-an-Expense
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[13] https://pschelp.cu.edu/s/article/Concur-Request-Travel-Card-Updates
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