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Approving Expense Reports in the Concur Travel & Expense System ^[1]

The steps to approve an expense report are the same whether it is a Travel Reconciliation expense report or a Procurement Card expense report. You will receive a system - generated email when an expense report has been submitted for your approval.

Your Training Format

You can download the Step-by-Step Guide below.

Files:



[Approving Expense Reports in the Concur Travel & Expense System](#)^[2]

Source URL: <https://www.cu.edu/psc/policies/approving-expense-reports-concur-travel-expense-system>

Links:

[1] <https://www.cu.edu/psc/policies/approving-expense-reports-concur-travel-expense-system>

[2] <https://www.cu.edu/sites/default/files/policies/43516-approving-expense-reports-concur-travel-expense-system/files/sbsapprovingexpensereportsintheconcurtravelexpensesystem120915.pdf>