

Reconciling Expenses ^[1]

Before you reconcile travel expenses:

We recommend that you review the Procurement Service Center (PSC) Procedural Statement [Travel](#) ^[2]

How you reconcile travel and other expenses depends on your role at the University:

Reconciling Travel - Employee

Reconciling Travel - Non-Employee

Reconciling Travel - Student

Are you an infrequent traveler?

You may want to visit the links below. They offer good tips and reminders for infrequent travelers.

- [Booking a Trip](#) ^[6]
- [Just Before You Go](#) ^[7]
- [Welcome Back](#) ^[8]

Source URL: <https://www.cu.edu/psc/reconciling-expenses>

Links

[1] <https://www.cu.edu/psc/reconciling-expenses>

[2] <https://www.cu.edu/psc-procedural-statement-travel>

[3] <https://www.cu.edu/psc/training/reconciling-travel-concur>

[4] <https://www.cu.edu/psc/training/reconciling-non-employee-travel>

[5] <https://www.cu.edu/employee-services/collaborative-hr-services/cu-campuses/employee-services-procedural-statement-scope>

[6] <https://www.cu.edu/psc/infrequent-traveler-booking-trip>

[7] <https://www.cu.edu/psc/infrequent-traveler-just-you-go>

[8] <https://www.cu.edu/psc/infrequent-traveler-welcome-back>