Information on the Procurement Card is available on the Procurement Card Page, including the Procurement Card Handbook.

Generally, you should only submit one Procurement Card expense report each month. Expenses can be added and information edited throughout the month, until you submit the expense report.

Logging into the Concur Travel & Expense System

Log in to your campus portal and on the CU Resources Home tab, click the Concur Travel & Expense System tile.

Creating the Procurement Card Expense Report

- Creating the Expense Report

Adding Expenses

- Adding Procurement Card Expenses
- Adding Attendees to Official Function Expenses

Allocating Expenses

- Allocating Expenses

Attaching Documents

- Attaching Documents Using the Available Receipts Area
- Attaching Documents by Scan
- Attaching Documents by Fax
- Delegates: Emailing Receipts to the Available Receipt Area

Setting the Approval Flow

- Setting the Approval Flow

Submitting Expense Reports

- Submitting Expense Reports

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