

## **Reconciling Procurement Card in Concur** <sup>[1]</sup>

Information on the Procurement Card is available on the [Procurement Card Page](#) <sup>[2]</sup>, including the [Procurement Card Handbook](#) <sup>[3]</sup>.

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](#) <sup>[4]</sup> and on the **CU Resources Home** tab, click the **Concur Travel & Expense System** tile.

### **Creating the Procurement Card Expense Report**

- [Creating the Expense Report](#) <sup>[5]</sup>

### **Adding Expenses**

- [Adding Procurement Card Expenses](#) <sup>[6]</sup>
- [Adding Attendees to Official Function Expenses](#) <sup>[7]</sup>

### **Allocating Expenses**

- [Allocating Expenses](#) <sup>[8]</sup>

### **Attaching Documents**

- [Attaching Documents Using the Available Receipts Area](#) <sup>[9]</sup>
- [Attaching Documents by Scan](#) <sup>[10]</sup>
- [Attaching Documents by Fax](#) <sup>[11]</sup>
- [Delegates: Emailing Receipts to the Available Receipt Area](#) <sup>[12]</sup>

### **Setting the Approval Flow**

- [Setting the Approval Flow](#) <sup>[13]</sup>

### **Submitting Expense Reports**

- [Submitting Expense Reports](#) <sup>[14]</sup>

## Links

- [1] <https://www.cu.edu/psc/reconciling-procurement-card-concur>
- [2] <https://www.cu.edu/psc/procurement-card-1>
- [3] <https://www.cu.edu/psc/procurement-card-handbook>
- [4] <http://my.cu.edu>
- [5] <https://www.cu.edu/psc/training/reconciling-procurement/creating-procurement-card-expense-report>
- [6] <https://www.cu.edu/psc/training/reconciling-procurement/adding-procurement-card-expenses>
- [7] <https://www.cu.edu/adding-attendees-official-function-expenses>
- [8] <https://www.cu.edu/psc/concur-how-allocating-expenses>
- [9] <https://www.cu.edu/psc/training/attaching-documents-using-the-available-receipts-area>
- [10] <https://www.cu.edu/psc/training/attaching-documents-scan>
- [11] <https://www.cu.edu/psc/training/attaching-documents-Fax>
- [12] <https://www.cu.edu/psc/training/reconciling-travel-concur/delegates-emailing-receipts-receipt-store>
- [13] <https://www.cu.edu/psc/training/reconciling-concur/setting-approval-flow>
- [14] <https://www.cu.edu/psc/training/reconciling-concur/submitting-expense-reports>