

Reconciling Procurement Card in Concur ^[1]

Information on the Procurement Card is available on the [Procurement Card Handbook](#) ^[2].

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.

For detailed guides on how to use the Concur Travel and Expense System, visit the [PSC Knowledge Base](#) ^[3] for step-by-step guides.

Logging into the Concur Travel & Expense System

Log in to your [campus portal](#) ^[4] and on the **CU Resources Home** tab, click the **Concur Travel & Expense System** tile.

Creating the Procurement Card Expense Report

- [Creating the Expense Report](#) ^[5]

Adding Expenses

- [Adding Procurement Card Expenses](#) ^[6]
- [Adding Attendees to Official Function Expenses](#) ^[7]

Allocating Expenses

- [Allocating Expenses](#) ^[8]

Attaching Documents

- [Attaching Documents Using the Available Receipts Area](#) ^[9]
- [Delegates: Emailing Receipts to the Available Receipt Area](#) ^[10]

Setting the Approval Flow

- [Setting the Approval Flow](#) ^[11]

Submitting Expense Reports

- [Submitting Expense Reports](#) ^[12]

Links

[1] <https://www.cu.edu/psc/reconciling-procurement-card-concur> [2] <https://www.cu.edu/psc/procurement-card-handbook> [3] <https://pschelp.cu.edu/s/> [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-attendeess-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/reconciling-travel-concur/delegates-emailing-receipts-receipt-store> [11] <https://www.cu.edu/psc/concur-expense-user-added-approvers> [12] <https://www.cu.edu/psc/training/reconciling-concur/submitting-expense-reports>