Training \[1\]

Learn how to purchase and pay for goods and services and how to travel and process travel reimbursements. For a list of training requirements and access request forms, please visit the Access & Training Requirements guide \[2\].

**CU Marketplace**

Purchasing and payment processing in the University’s eProcurement system.

CU Marketplace Learning Resources \[3\]

**Concur Travel and Expense**

Online system used for managing university travel and expenses.

Concur Learning Resources \[4\]

**Booking Travel**

Booking trips for employees and non-employees, identifying travel arrangers, and updating traveler profiles.

Booking Travel Learning Resources \[5\]

**Reconciling Non-Employee Travel**

Processing travel/other reimbursements and refunds for non-employees.

Reconciling Non-Employee Travel Learning Resources \[6\]

**Reconciling Employee Travel**

Processing travel/other reimbursements and refunds for employees.

Reconciling Employee Travel Learning Resources \[7\]

**Reconciling Procurement Card**

Allocating SpeedTypes and other processing for Procurement Card expense reports.

Reconciling Procurement Card Learning Resources \[8\]

**Payment Resource Center**
Looking up payment status for invoices, reimbursements, and study subjects

Payment Resource Center [9]

**Procurement Dashboards**

Interactive summary of your department’s spending

Procurement Dashboards [10]

Source URL: https://www.cu.edu/psc/training

Links
https://www.cu.edu/psc/training/procurement-dashboards