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
[8] https://www.cu.edu/psc/reconciling-procurement-card-concur