

## Training <sup>[1]</sup>

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 <http://www.cu.edu/psc/policies/access-training-requirements> <sup>[2]</sup>.

### CU Marketplace

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

CU Marketplace Learning Resources <sup>[3]</sup>

### Booking Travel

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

Booking Travel Learning Resources <sup>[4]</sup>

### Reconciling Non-Employee Travel

Processing travel and other reimbursements for non-employees.

Reconciling Non-Employee Travel Learning Resources <sup>[5]</sup>

### Reconciling Employee Travel

Processing travel and other reimbursements for employees.

Reconciling Employee Travel Learning Resources <sup>[6]</sup>

### Reconciling Procurement Card

Allocating SpeedTypes and other processing for Procurement Card expense reports.

Reconciling Procurement Card Learning Resources <sup>[7]</sup>

### Related Links

There are many online courses <sup>[8]</sup> related to procurement and travel.

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**Source URL:** <https://www.cu.edu/psc/training>

#### Links

[1] <https://www.cu.edu/psc/training>

- [2] <https://www.cu.edu/psc/policies/access-training-requirements>
- [3] <https://www.cu.edu/psc/cu-marketplace-training>
- [4] <https://www.cu.edu/psc/training/booking-travel-including-use-concur-travel>
- [5] <https://www.cu.edu/psc/training/reconciling-non-employee-travel>
- [6] <https://www.cu.edu/psc/reconciling-travel-concur>
- [7] <https://www.cu.edu/psc/reconciling-procurement-card-concur>
- [8] <https://www.cu.edu/psc/online-courses-related-procurement-and-travel>