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.

**CU Marketplace**

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

**Booking Travel**

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

**Reconciling Non-Employee Travel**

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

**Reconciling Employee Travel**

Processing travel/other reimbursements and refunds for employees.

**Reconciling Procurement Card**

Allocating SpeedTypes and other processing for Procurement Card expense reports.

**Payment Resource Center**

Looking up payment status for invoices, reimbursements, and study subjects
Interactive summary of your department’s spending

Procurement Dashboards [9]

**PSC Training Requests** [10]

**Training Topic** *

How should this training be presented: *

☐ Text Procedures

☐ How-to Video (includes Text Procedures)

☐ Webinar

☐ Newsletter Article

☐ Customized Training for Your Department

**Your Email Address**

Submit

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


[8] https://www.cu.edu/psc/training/payment-resource-center

[9] https://www.cu.edu/psc/training/procurement-dashboards

[10] https://www.cu.edu/psc/forms/psc-training-requests