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.

**CU Marketplace Learning Resources**

**Booking Travel**

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

**Booking Travel Learning Resources**

**Reconciling Non-Employee Travel**

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

**Reconciling Non-Employee Travel Learning Resources**

**Reconciling Employee Travel**

Processing travel/other reimbursements and refunds for employees.

**Reconciling Employee Travel Learning Resources**

**Reconciling Procurement Card**

Allocating SpeedTypes and other processing for Procurement Card expense reports.

**Reconciling Procurement Card Learning Resources**

**Payment Resource Center**

Looking up payment status for invoices, reimbursements, and study subjects

**Payment Resource Center**

**Procurement Dashboards**
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**

CAPTCHA
This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

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
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/training/payment-resource-center
9. https://www.cu.edu/psc/training/procurement-dashboards
10. https://www.cu.edu/psc/forms/psc-training-requests