

Returning from Travel ^[1]



**Employee
Travel Expense**

— Employee Travel Expense
Processing [2]

The Non-Employee Expense report in
Concur can be used for reconciling
most non-employee travel expenses
as well as for reimbursing and
refunding non-employees.
[3]

Employee Expense Processing

[Concur portal](#) [4]

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[Required Documents](#) [16]

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- [APS 4024 - Travel Authorization Policy](#) ^[19]
- [Finance Procedural Statement: Alcoholic Beverages Purchased for University Events](#) ^[20]
- [Finance Procedural Statement: Business Expense Substantiation & Tax Implications](#) ^[21]
- [Finance Procedural Statement: Sensitive Expenses](#) ^[22]
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Groups audience:

Procurement Service Center

Source URL: <https://www.cu.edu/psc/travel/returning-travel>

Links

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