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Reconciling Travel with Concur ^[1]

General information on how to travel is available on the Travel Page, including the Travel Overview. Refer to the Quick Reference Guide [The Expense Report Process](#)^[2] for a graphic overview of the expense report process from start to finish.

Reconciling a cash advance?

The Step-by-Step Guide Reconciling Cash Advances (found under Step 2) will help you through the process.

Step 1 - Creating the Expense Report

[Creating the Expense Report](#) ^[3]

Step 2 - Adding Expenses

Many types of travel expenses can be on one expense report. Use the guides below for each type of travel expense on your report.

[Video: Adding Attendees to Official Function Expenses](#) ^[4]

[Reconciling Cash Advances](#) ^[5]

[Step 2a - Overview of Adding Expenses](#) ^[6]

[Step 2b - Adding Travel Card Expenses](#) ^[7]

[Step 2c - Adding Out-of-Pocket Expenses](#) ^[8]

[Step 2d - Adding Lodging Expenses](#) ^[9]

- [Video: Adding Lodging to Expense Reports](#) ^[10]

Step 2e - Adding Mileage Expenses [11]

- [Video: Adding Mileage to Expense Reports](#) [12]

Step 2f - Adding Per Diem (Fixed Meal) Expenses [13]

- [Video: Adding Meal Per Diem to Expense Reports](#) [14]
- [Video: When the Travel Card is Used to Pay for Travel Meals](#) [15]

Video: Determining Reimbursement Amounts [16]

Step 3 - Allocating Expenses

- [Allocating Expenses](#) [17]
- [Video: Allocating Expenses](#) [18]

Step 4 - Attaching Documents

Step 4a - Attaching Documents Using the Available Receipts Area [19]

Step 4b - Attaching Documents by Scan [20]

Step 4c - Attaching Documents by Fax [21]

Delegates: Emailing Receipts to the Available Receipt Area [22]

Want to go mobile with Concur?

Access Concur from your mobile device with Concur Mobile. You can also organize all aspects of your travel with Triplt Pro.

[It's easy! Find out how ?](#) [23]

Step 5 - Setting the Approval Flow

Setting the Approval Flow [24]

Step 5a - Determining Reimbursement Amounts

Determining Reimbursement Amounts [25]

- [Video: Determining Reimbursement Amounts](#) [16]

Video: [When the Travel Card is Used to Pay for Travel Meals](#) [15]

Step 6 - Submitting Expense Reports

[Submitting Expense Reports](#) [26]

Did you take the online travel courses?

There are online courses available that guide you through the travel process.

[Learn about these online courses ?](#) [27]

Source URL: <http://www.cu.edu/psc/reconciling-travel-concur>

Links:

- [1] <http://www.cu.edu/psc/reconciling-travel-concur>
- [2] <http://www.cu.edu/psc/policies/concur-expense-report-process>
- [3] <http://www.cu.edu/psc/training/creating-expense-report>
- [4] <http://www.cu.edu/adding-attendees-official-function-expenses>
- [5] <http://www.cu.edu/psc/training/reconciling-cash-advances>
- [6] <http://www.cu.edu/node/40923>
- [7] <http://www.cu.edu/psc/training/travel-reconciliation-expense-report-step-2-b-%E2%80%93-adding-travel-card-expenses>
- [8] <http://www.cu.edu/psc/training/step-2c-adding-out-pocket-expenses>
- [9] <http://www.cu.edu/psc/training/step-2d-adding-lodging-expenses>
- [10] <http://www.cu.edu/psc/adding-lodging-expense-reports>
- [11] <http://www.cu.edu/psc/training/step-2e-adding-mileage-expenses>
- [12] <http://www.cu.edu/psc/adding-mileage-expense-reports>
- [13] <http://www.cu.edu/psc/training/step-2f-adding-diem-fixed-meal-expenses>
- [14] <http://www.cu.edu/psc/adding-meal-diem-expense-reports>
- [15] <http://www.cu.edu/psc/concur-how-using-travel-card-pay-travel-meals>
- [16] <http://www.cu.edu/psc/determining-reimbursement-amounts>
- [17] <http://www.cu.edu/node/40929>
- [18] <http://www.cu.edu/node/74047>
- [19] <http://www.cu.edu/psc/training/step-4a-attaching-documents-scan>
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- [23] <http://www.cu.edu/psc/training/using-travel-apps>
- [24] <http://www.cu.edu/node/40934>
- [25] <http://www.cu.edu/psc/training/determining-reimbursement-amounts>
- [26] <http://www.cu.edu/node/40936>
- [27] <http://www.cu.edu/psc/online-courses-related-procurement-and-travel>