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**PROCUREMENT SERVICE CENTER**

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[Home](#) > Reconciling Travel in Concur

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## **Reconciling Travel with Concur** <sup>[1]</sup>

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](#)<sup>[2]</sup> 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](#) <sup>[3]</sup>

## **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](#) <sup>[4]</sup>

[Reconciling Cash Advances](#) <sup>[5]</sup>

[Step 2a - Overview of Adding Expenses](#) <sup>[6]</sup>

[Step 2b - Adding Travel Card Expenses](#) <sup>[7]</sup>

[Step 2c - Adding Out-of-Pocket Expenses](#) <sup>[8]</sup>

[Step 2d - Adding Lodging Expenses](#) <sup>[9]</sup>

- [Video: Adding Lodging to Expense Reports](#) <sup>[10]</sup>

## 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]

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**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/psc/training/step-2a-overview-adding-expenses>
- [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/node/62700>
- [16] <http://www.cu.edu/psc/determining-reimbursement-amounts>
- [17] <http://www.cu.edu/psc/training/allocating-expenses>
- [18] <http://www.cu.edu/psc/allocating-expenses>
- [19] <http://www.cu.edu/psc/training/step-4a-attaching-documents-scan>
- [20] <http://www.cu.edu/psc/training/step-4b-attaching-documents-scan>
- [21] <http://www.cu.edu/psc/training/step-4c-attaching-documents%20by%20Fax>
- [22] <http://www.cu.edu/psc/training/delegates-emailing-receipts-receipt-store>
- [23] <http://www.cu.edu/psc/going-mobile-concur>
- [24] <http://www.cu.edu/psc/training/setting-approval-flow>
- [25] <http://www.cu.edu/psc/training/determining-reimbursement-amounts>
- [26] <http://www.cu.edu/psc/training/submitting-expense-reports>
- [27] <http://www.cu.edu/psc/online-courses-related-procurement-and-travel>