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## Concur How-to: Submitting Expense Reports [1]

Submitting an expense report certifies the expense report is accurate and appropriate, while sending it on for review by the designated approver(s).

Though a delegate can prepare your expense report for you, **only you can submit it**. If a delegate has prepared the expense report for you, you should be notified when the expense report is ready for submission.

## **Read the procedures**

Your expense report is ready for submission once all expenses have been added and allocated, all required documentation has been attached, and the approval flow has been set.

- 1. Use the buttons located in the upper right corner of your Concur home page and select **Open Reports**. Click the name of the appropriate expense report.
- 2. Your expense report appears.
- 3. Review the details entered for each expense by selecting the expense on the left side of the screen. To review an expense's allocation, hover your mouse over the pie-chart icon to the left of the expense and the Allocations pop-up appears.
- 4. Click Submit Report (upper right corner of screen).
- 5. The Final Review window opens. To review the certification statement, click the **Certification Statement** link. Close the separate window when finished.
- 6. Verify that all required documentation has been attached and is legible. Close the separate window that opens.
- 7. If you agree to the University's certification statements, click Accept & Submit.
- 8. If the Approval Flow page appears, review the approval path and click **Submit** Report.
- 9. The Report Submit Status window will appear; click **Close**.

## Have a question or feedback?

## Questions & Feedback [2]

Feedback or Question \*

Your Name

Your Email Address

CAPTCHA

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

Submit

Controller

Source URL:https://www.cu.edu/psc/training/reconciling-concur/submitting-expense-reports

Links

[1] https://www.cu.edu/psc/training/reconciling-concur/submitting-expense-reports

[2] https://www.cu.edu/controller/forms/questions-feedback-0