Step-by-Step Guide

Travel Reconciliation Expense Report:
Step 1 – Creating the Expense Report

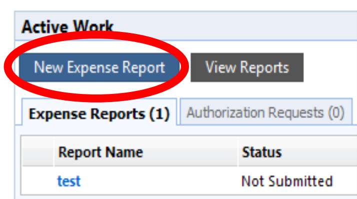
In the Concur Travel & Expense System, create a Travel Reconciliation expense report to reconcile travel, including Travel Card, out-of-pocket, and cash advance expenses…or to request reimbursement for your non-travel related University expenses that you purchased with personal funds.

A Travel Reconciliation expense report is created by completing the Report Header page.

> Are you creating this expense report on someone's behalf? If so, you must first act as that person's delegate. Refer to the Step-by-Step Guide Acting as a Delegate or Travel Arranger for further information.

Begin by accessing Concur via your campus portal. Locate your **CU Resources** section and, under the **Business Applications** area, select the **Concur Travel & Expense System** link.

From the **Active Work** section of your Concur home page, click the **New Expense Report** tab.



> ***Or, for trips booked within Concur or by Christopherson Business Travel…***
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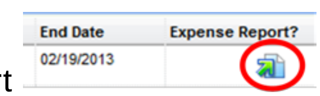
> 
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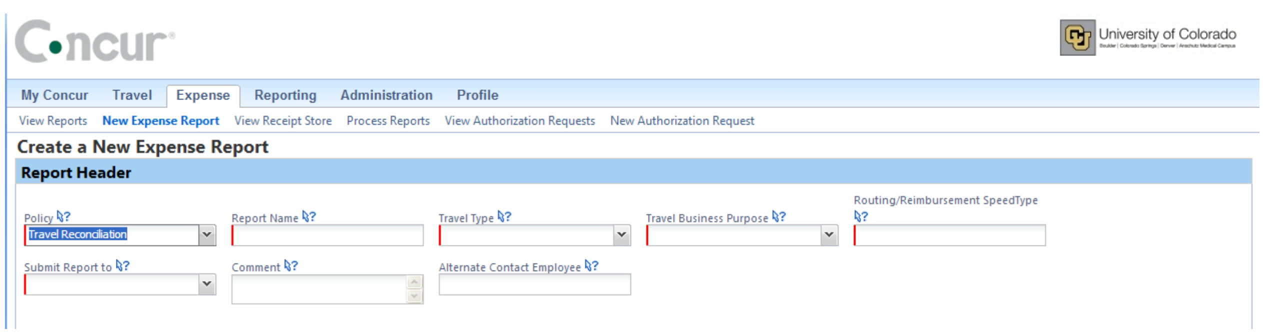
> Use "one click" to begin the expense report and automatically add available Travel Card expenses to your expense report. From the **Trip List** section of your Concur home page, click the **Expense Report?** icon for the appropriate trip and continue creating your expense report.

On the Report Header page, use the **Policy** dropdown and select *Travel Reconciliation*.



Name your expense report for tracking and reporting purposes.

Use the **Travel Type** dropdown to select the type of travel and the **Travel Business Purpose** dropdown to select the reason for your trip. If this expense report is not related to travel, select *Other (Non-Travel)* in both dropdown boxes.

The **Routing/Reimbursement SpeedType** will be charged for every expense included on this expense report…unless an expense is later allocated to a different SpeedType before report submission. The Routing/Reimbursement SpeedType may also be used to identify the appropriate approver for this expense report. When you click in this field, a list may automatically appear of SpeedTypes you have previously used. You can also search for a SpeedType you have not used before.
Note: You can search for a SpeedType by its description. Type an asterisk (*) and some of the SpeedType's description.

There are two options for **Submit Report to** (report submission): *HR supervisor (HRMS Reports To)* and *SpeedType (Finance Fiscal Roles)*. Select *HR Supervisor* if this expense report should be approved by the person to whom you report. Otherwise, select *SpeedType* and, in a later step, set the approval flow to the appropriate approver associated with the Routing/Reimbursement SpeedType entered in the previous field.

Enter comments that apply to the entire expense report in this **Comment** field.
Note: You will have the opportunity later to add comments to a specific transaction.

The **Alternate Contact Employee** field identifies who should be contacted if there is a question on this expense report.

Click **Next**.

*You have now created a Travel Reconciliation expense report by completing the Report Header page. You are now ready to go on to **Step 2 – Adding Expenses**. There are several Step-by-Step Guides available on the [Concur Travel Reconciliation Learning Resources web page](#):*

- *Overview of Adding Expenses*
- *Adding Travel Card Expenses*
- *Adding Out-of-Pocket Expenses*
- *Adding Lodging Expenses*
- *Adding Mileage Expenses*
- *Adding Per Diem (Fixed Meal) Expenses*
- *Reconciling Cash Advances*