

Step-by-Step Guide

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

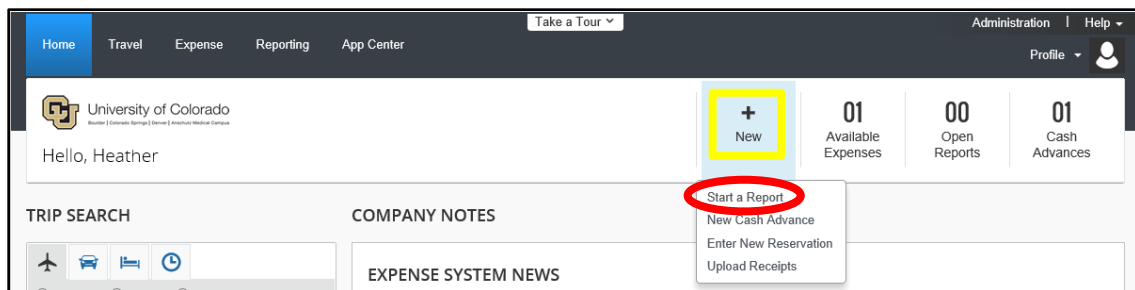
In the Concur Travel & Expense System, create a Travel Reconciliation expense report to reconcile travel, including Travel Card, out-of-pocket, and cash advance expenses...or to request reimbursement for your non-travel related University expenses that you purchased with personal funds.

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

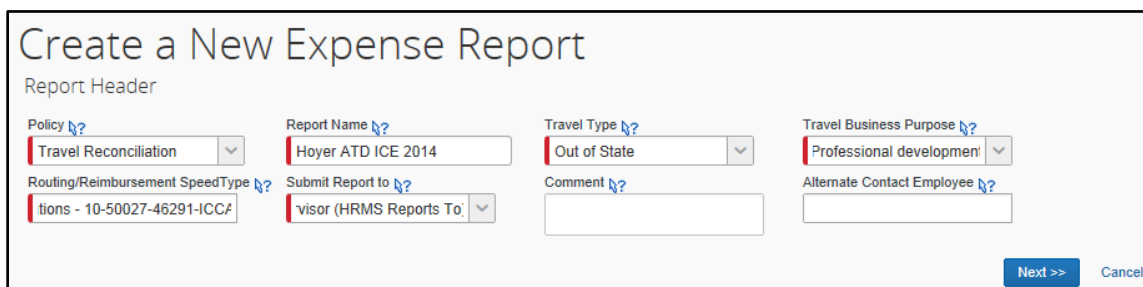
Are you creating this expense report on someone's behalf? If so, you must first act as that person's delegate. Refer to the Step-by-Step Guide [Acting as a Delegate or Travel Arranger](#) for further information.

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.

There are several ways to create a new expense report within Concur. One way is to use the buttons located in the upper right corner of your Concur home page. Hover your mouse over the **New** button and select **Start a Report**.



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

A screenshot of the 'Create a New Expense Report' Report Header page. The page title is 'Create a New Expense Report' and the subtitle is 'Report Header'. The form contains several fields: 'Policy' (dropdown menu with 'Travel Reconciliation' selected), 'Report Name' (text input with 'Hoyer ATD ICE 2014'), 'Travel Type' (dropdown menu with 'Out of State' selected), 'Travel Business Purpose' (dropdown menu with 'Professional development'), 'Routing/Reimbursement SpeedType' (text input with 'tions - 10-50027-46291-ICC#'), 'Submit Report to' (dropdown menu with 'ervisor (HRMS Reports To)'), 'Comment' (text input), and 'Alternate Contact Employee' (text input). There are 'Next >>' and 'Cancel' buttons at the bottom right.

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