Step-by-Step Guide

Procurement Card & Travel Reconciliation Expense Reports: Step 6 – Submitting Expense Reports

Submitting an expense report certifies that the expense report is accurate and appropriate, while sending the expense report on for review by the designated approver(s). (For Procurement Card expense reports, the designated approver is known as the Approving Official.)

Even 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. Notification might be in the form of email or verbal communication.

Submission Guidelines

For Procurement Card Expense Reports

- Only submit one Procurement Card expense report each month! However, expenses can be added, and information edited, until you submit the expense report.
- Your department sets the submission date. Usually, the submission date is around the 25th of the month.

For Travel Reconciliation Expense Reports

- One Travel Reconciliation expense report should contain all of your expenses related to one trip – Travel Card, reimbursement, and per diem. Avoid submitting multiple expense reports for the same trip.
- If your travel expenses involve mileage and parking only, your expense report can contain all trips made during a designated time period (e.g., one month of travel between the University's campuses for training purposes).

Your expense report is ready for submission – expenses have been added and allocated, all required documentation has been attached, and the approval flow has been set. Now it is time to submit your expense report.

Select the appropriate expense report from your Active Work section of your Concur Travel & Expense System home page.

Step-by-Step Guide

Procurement Card & Travel Reconciliation Expense Reports: Step 6 – Submitting Expense Reports

Your expense report will appear.

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 for the Allocations pop-up to appear.

Click **Submit Report** (upper right corner of screen).

P-1101	VER:					Colora
My Concur Ex	pense Reporting Administr	ration Profile				
View Charges View	Reports New Expense Report Proc	ess Reports View Au	thorization Requests	New Authorization Request		
Hauer Trainin	ng Conference 2010				Delete Repo	Submit Repo
New Expense Add Card Charges Details • Receipts • Print / Email •						I Hitte exception
Exceptions						
Expense Type Da	ate Amount Exception					
Internet Airfare 09	1/21/2010 szsa an 🗖 Internet air	fare purchases require	a quote from an autho	prized travel agency documenting t	that the online fare was	less expensive.
ancennee Annare Vo	Identify the tra	vel agency and quoted	fare in the comment fi	eld.		
		Concernence of the second	and the second second			
Expenses		Delete	View • «	You have selected multiple av	nenses What would you	u like to do?
Expenses	Expense Type	Delete Goo	View • « Requested	You have selected multiple ex 1. Delete the selected expense	penses. What would you	u like to do?
Expenses Date * 19/07/200	Expense Type Fixed Meals Las Vegas, Nevada	Delete Con Amount \$41.25	View • < Requested \$41.25	You have selected multiple ex 1. <u>Delete</u> the selected expense 2. <u>Allocate</u> the selected expense	penses. What would you es	u like to do?
Expenses Pate * 10/07/200 * * * * * * * * * * * *	Expense Type Fixed Meals Las Vegas, Hevada Lodging Rates	Delete Amount \$41.25	View • « Requested \$41.25	You have selected multiple ex 1. <u>Delete</u> the selected expense 2. <u>Allocate</u> the selected expense 3. <u>Edit</u> one or more fields for the	penses. What would you es ises the selected expenses	u like to do?
Expenses	Expense Type Foxed Meals Las Vegas, Nevada Lodging Rates Hampton Inn & Suites, Las Vegas, No	Delete Con Amount \$41.25 \$704.75	View • « Requested \$41.25 \$704.75	You have selected multiple ex 1. <u>Delets</u> the selected expense 2. <u>Allocate</u> the selected expense 3. <u>Edit</u> one or more fields for the	penses. What would you es ises the selected expenses	u like to do?
Expenses v Date * 10/07/2 v 2010 v 2010 v 10/06/2010	Expense Type Fixed Meals Las Vegas, Nevada Lodging Rates Hampton Jan & Suites, Las Vegas, Ne Fixed Meals Las Vegas, Nevada	Delete 600 Amount \$41.25 \$704.75 \$23.00	View • « Requested \$41.25 \$704.75 \$23.00	You have selected multiple ex 1. <u>Delete</u> the selected expense 2. <u>Allocate</u> the selected expense 3. <u>Edit</u> one or more fields for t	penses. What would you es ises the selected expenses	u like to do?
Expenses P. Date * 19/07/2-0 * * 19/07/2-0 * 19/06/2010 * 19/06/2010	Expense Type Fixed Madis Las Vegas, Nevada Lodging Ales Hampton Jon & Suiter, Las Vegas, Ne Fixed Madis Las Vegas, Nevada	Delete 600 Amount \$41.25 \$704.75 \$23.00	View • « Requested \$41.25 \$704.75 \$23.00	You have selected multiple ex 1. Deine the selected expens 2. Allocate the selected expen 3. Edit one or more fields for t	penses. What would you es ses the selected expenses	u like to do?
Expenses V Dut * 19/07/2 V Dut * 19/07/2 V Dut * 19/07/2010 V 19/06/2010 V 19/05/2010 V	Expense Type Fixed Meals Lis Vegas, Herada Lodgong Liter Hampton Jan & Steller, Lis Vegas, He Lis Vegas, Herada Fixed Meals Lis Vegas, Herada	Delete Corr Amount 541.25 \$704.75 \$23.00 \$41.00 \$41.00	View C Requested 541.25 5704.75 523.00 541.00	You have selected multiple ex 1. Deine the selected expens 2. Allocate the selected expen 3. Edit one or more fields for t	penses. What would you es ses the selected expenses	u like to do?
Expenses V Due - V 19/97/20 V 20/96/2010 V 19/96/2010 V 19/96/2010 V 19/96/2010	Expense Type Fand Meals Lin Yegas, Herada Lodgong Late: Hampton Jan & Suite; Las Yegas, He Lin Yegas, Herada Fixed Meals Lin Yegas, Herada Fixed Meals Lin Yegas, Herada	Delete Control Amount \$41.25 \$704.75 \$23.00 \$41.00 \$59.00	View • 《 Requested \$41.25 \$704.75 \$23.00 \$41.00 \$59.00	You have selected multiple as 1. <u>Detet</u> the selected expension 2. <u>Allocate</u> the selected expension 3. <u>Ead</u> one or more fields for the selected selected select	penses. What would you es ises the selected expenses	u like to do?
Expenses V Date * 10/07/2010 V 10/06/2010 V 10/06/2010 V 10/06/2010 V 10/06/2010 V 10/06/2010 V 10/07/2010 V 10/03/2010	Expense Type Exact Made Las Vegas, Rienada Las Vegas, Rienada Las Vegas, Rienada Las Vegas, Rienada Fried Made Las Vegas, Rienada Las Vegas, Rienada	Delete Cost Amount 541.25 5704.75 523.00 541.00 559.00	View • « Requested \$41.25 \$704.75 \$23.00 \$41.00 \$41.00	You have selected multiple as 1. Optical: the selected system 2. Allocate the selected expen- 3. Ed one or more fields for t	penses. What would you es ses the selected expenses	u like to do?
Expenses V Date * 10/07/2010 V 10/05/2010 V 10/05/2010 V 10/05/2010 V 10/05/2010 V 10/05/2010	Expense Type Free Meal Lis Yege, Henda Cologing Lair Party Honda Lis Yege, Henda Lis Yege, Henda Lis Yege, Henda Lis Yege, Henda Lis Yege, Henda	Delete Cost Amount 541.25 \$704.75 523.00 \$41.00 559.00 \$53.25	View • « Requested 541.25 5704.75 523.00 541.00 559.00 559.00	You have selected multiple as 1. <u>Drinte</u> the selected expension 2. <u>Allocate</u> the selected expension 3. <u>Edd</u> one or more fields for t	penses. What would yor es ses ses the selected expenses	u like to do?

i uncauon statement					
submission of this expense report. I certify tha atements which are found at <u>Certification State</u>	t I have read ment	and agree to the University's	certification		
eminder: Receipts Required!					
ccouling to company policy, you must provide receipts for the openues listed below. ou may effer fast the receipts or attach scanned images. To view the receipts that are already associated in this report, click were Receipts. If your need to facor attach more, click Print Fax Gover Page or Attac cceipt Images (whichere applies). you have already provided receipts, you can submit your report now.					
	Print •	Attach Receipt Images	View Receipts		
Expense Type		Date A	Amount		
Subscriptions, Books, or Periodicals BARNES & NOBLE #285Q90, Deriver, Colorad	0	09/27/2010	\$50.00		
Copy Expenses ALL COPY PRODUCTS, 303-2950741, CO		09/30/2010	\$70.95		
Copy Expenses CANON FINANCIAL SERVIC, MT. LAUREL, NJ		10/01/2010	\$301.80		
Dues and Memberships - Prof Organizations CLIFTON GUNDERSON, 03037795710, CO	K.	10/06/2010	\$490.00		
Office Supplies	:0	10/08/2010	\$97.11		
STAPLESCONTRACTCOMMERC, 000-5024774,C					
Dues and Memberships - Prof Organizations PAYPAL *CFMA, 402-935-7733, CA		10/12/2010	\$45.00		
Dues and Memberships - Prof Organizations PAYPAL *CFMA, 402-935-7733, CA Office Supplies STAPLESCONTRACTCOMMERC, 800-5824774, C	.0	10/12/2010	\$45.00 \$53.70		

The Final Review window opens.

The certification statement will appear in this window, as will all expenses requiring documentation.

To review the certification statement, click the **Certification Statement** link. Close the separate window when finished.

Verify that all required documentation has been attached and is legible. Close the separate window that opens.

If you agree to the University's certification statements, click **Accept & Submit**.

If the Approval Flow page appears, review the approval path and click **Submit Report**.

The Report Submit Status window will appear; click **Close**.

You have now submitted your expense report to your designated approver(s), which completes the expense report process!