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.

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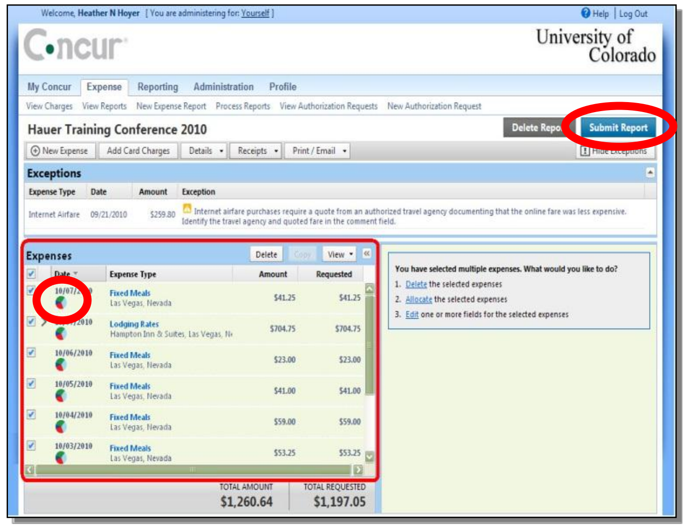
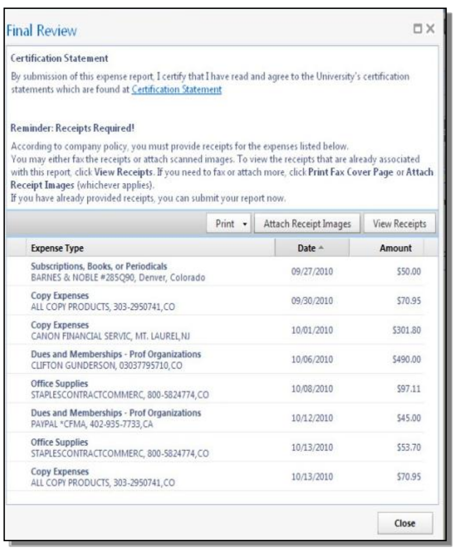
Your expense report will appear.

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).





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!