Concur Expense and Request Approvals Webinar
Q&A

- **Question:** Is there any place where you can see the time/date that an approval was made?
    - **Answer:** This information can be found in an expense report's Details > Approval Flow section. Please note that only the date is available.

- **Question:** Can you go over the print report options? It's a nice way to review at a glance.
    - **Answer:** Here is the link to printing a Concur expense report in the PSC Knowledge Base: https://pschelp.cu.edu/s/article/Concur-Expense-Printing-an-Expense-Report

- **Question:** In the event of an emergency where an employee can't submit their expense report, is there a way for a delegate to submit the report on behalf of the employee?
    - **Answer:** The PSC can set a delegate for an employee but only under very unique circumstances and with approvals from both PSC leadership and the Campus Controllers offices. Please contact the PSC Service Desk at psc@cu.edu or 303.837.2161, and they can escalate the request to the proper approving authorities for evaluation.

- **Question:** Is there a source that indicates what attachments are required for international travel?
    - **Answer:** Many international travel requirements are set at the department or campus level, so you will want to consult with your department first to find out what specific documentation is required. The PSC would look at the standard documentation related to the travel expenses, regardless of destination. Concur will also enforce documentation policies - for example, if the expense is over $75 for travel or official functions for any dollar amount. You will need to attach receipts for these expenses.

- **Question:** How can you remove a delegate for another user who has granted you permission after they have left CU?
    - **Answer:** Here is the link to removing a delegate in Concur in the PSC Knowledge Base: https://pschelp.cu.edu/s/article/Concur-Expense-Identifying-Delegates-in-Concur