Concur Expense Type Updates [1]

May 10, 2022 by Staff [2]

With feedback received from the campus communities, the PSC has completed a full review and clean-up of the expense types in Concur, our travel and expense management system. In this clean-up we:

- Addressed issues with expense types in Concur mapping incorrectly to account codes in the General Ledger
- Added some of the most commonly requested expense types (mapping to account codes of the same name/description)
- Clarified descriptions on some of the existing expense types in the system

Many of these changes are subtle and will go almost undetected by the casual user. For those high-volume delegates and other individuals processing a large number of expense reports, the changes should make for a more intuitive experience in the system.

If you want to get a comprehensive view of the updates, please refer to the table below:
<table>
<thead>
<tr>
<th>Prior Mapping</th>
<th>Updated Mapping</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Concur Expense Type (acct code)</strong></td>
<td><strong>FIN Account Code – Description</strong></td>
<td><strong>Concur Expense Type (acct code)</strong></td>
</tr>
<tr>
<td>Copy Expenses (487610)</td>
<td>487610 – Copy Machine Rentals</td>
<td>Copy Expenses (487607)</td>
</tr>
<tr>
<td>Film, Tapes, &amp; DVD Supplies (490101)</td>
<td>490101 – Microfilm Supplies</td>
<td>Film, Tapes, &amp; DVD Supplies (490111)</td>
</tr>
<tr>
<td>Film, Tapes, &amp; DVD Services (490102)</td>
<td>490102 – Microfilm Services</td>
<td>Film, Tapes, &amp; DVD Services (527614)</td>
</tr>
<tr>
<td>Student Residential Life Activities (552625)</td>
<td>552625 – Student Activities</td>
<td>Student Activities (552625)</td>
</tr>
</tbody>
</table>

**Notes:**
- Splitting into 2 expense types:
  - Microfilm Supplies (490101)
  - Microfilm Supplies (490102)
If you would like to submit suggestions for future Concur expense type reviews, please submit that feedback below:

**Concur Expense Types Feedback**

We would love to hear your thoughts or feedback on the expense type updates in Concur!
Tell us what you think!

E-mail Address *

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☐ CU Anschutz Medical Campus
☐ CU Denver
☐ CU Colorado Springs
☐ CU Boulder

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