

Concur Update for Extended Trips ^[1]

October 17, 2022 by [Staff](#) ^[2]

The PSC has received feedback on the linking of approved *Requests* to a single report for individual trips that occur over extended time periods. In response, we have enabled multiple expense reports to be linked to a single approved *Request* for instances where travel extends over multiple weeks or months and more frequent expense reimbursements are needed. Approved *Requests* will expire 120 days after the trip ends, regardless of linked expense reconciliations.

In the rare instances where a request is needed for additional expense reconciliation more than 120 days after a trip ends, travelers can work with PSC@cu.edu ^[3] for processing guidance.

[Concur](#) ^[4], [Travel and Expense](#) ^[5]

Send email when Published:

Yes

Source URL:<https://www.cu.edu/blog/psc-communicator/concur-update-extended-trips>

Links

[1] <https://www.cu.edu/blog/psc-communicator/concur-update-extended-trips> [2]

<https://www.cu.edu/blog/psc-communicator/author/69272> [3] <mailto:PSC@cu.edu>

[4] <https://www.cu.edu/blog/psc-communicator/tag/concur> [5] <https://www.cu.edu/blog/psc-communicator/tag/travel-and-expense>