

## **Concur Update for Extended Trips** <sup>[1]</sup>

October 17, 2022 by [Staff](#) <sup>[2]</sup>

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](mailto:PSC@cu.edu) <sup>[3]</sup> for processing guidance.

[Concur](#) <sup>[4]</sup>, [Travel and Expense](#) <sup>[5]</sup>

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