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]

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Links
[3] mailto:PSC@cu.edu