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Do you have an old Travel Reconciliation expense report that hasn't yet been submitted? [1]

March 16, 2023 by Staff [2]

Effective April 1, 2023, it will no longer be possible to submit *Travel Reconciliation* expense reports that were ***created*** before September 26, 2022. The *Travel Reconciliation* expense report header was updated last September so it is now necessary to phase out the submission of reports created prior to when the update went live in Concur. You will need to submit these older *Travel Reconciliation* reports before April 1st to avoid having to copy the expenses over to a new report for further processing.

The PSC has been sending direct communications to all employees with these aging *Travel Reconciliation* reports saved in their profile to advise of potential action needed. Additional communications will continue through the remainder of March. Even if the old reports are no longer valid or needed, and despite the submission being disabled in Concur effective 4/1/23, the reports will remain in the employee's Concur profile for viewing until or unless they are deleted by the individual. Instructions on how to delete these reports can be found here [3].

If you need to submit a report created before September 26, 2022, you will want to do so as soon as possible. Additionally, if one of these reports is submitted and subsequently returned to you after April 1, 2023, it will require that you move the expenses to a new report and re-submit.

Please reach out to the PSC Service Desk at PSC@cu.edu [4] with any questions on necessary actions related to this communication.

Travel and Expense [5]
Send email when Published:
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