

## **Concur Expense: Determining Reimbursement Amounts** <sup>[1]</sup>

Your Travel Reconciliation expense report may contain both Travel Card expenses (which are paid directly with University funds) and out-of-pocket expenses (which you paid for with personal funds that now need to be reimbursed).

The amounts displayed at the bottom of your expense report reflect totals for all of the expenses added to your expense report—both Travel Card and out-of-pocket.

### **Read the procedures**

When you finish adding expenses to your report, click the **Report Details** dropdown menu and select **Report Totals**. The Report Totals window will appear.

In the **Company Pays** section there is a summary of the total reimbursements that will be made by the University to the Employee and a summary of the total to be paid to the University card provider. If instead you owe money to the University, this amount would be zero... And the amount you owe would appear under the Employee Pays section as Owed Company.

The **Employee Pays** section is a summary of the total amount the Employee must pay back to the University. If there is a Total Owed By Employee listed, this amount is owed to the University by you. You should write a check payable to the University of Colorado and deposit it into the appropriate SpeedType using the Cash Receipt form. (The Account ChartField to use is 013109.) A validated Cash Receipt form must be attached to the expense report before submission.

### **Other Fields on the Report Totals page:**

**Amount Total** - is the sum of \*all\* of the expenses added to this expense report.

**Less Personal Amount** - reflects expenses marked as Personal Travel Charges, such as meals paid for using your Travel Card. This amount is deducted from your reimbursement request.

**Requested Amount** – is the total amount of the Expense Report for the allowable expenses minus the any personal amounts.

**Due Employee** - is how much you are requesting for reimbursement from the University. This includes mileage and per diem reimbursement. It also includes the deduction of Personal Travel Charges, as noted in the Less Personal Amount total.

Other **Amount Due** items – is a break down of the amounts due by the University to the card provider for each of the different University card programs.

**Total Paid By Company** – is the total amount of disbursements the University will make for this Expense Report.

**Owed Company & Total Owed by Employee** – is the amount of due to the University by the employee.

Click **Close** to return to your expense report.

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**Source URL:** <https://www.cu.edu/psc/concur-expense-determining-reimbursement-amounts>

**Links**

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