Reconciling Employee Travel in Concur [1]

General information on how to travel is available on the Travel page [2].

See the Travel Reconciliation Expense Report Process [3] for a graphic overview of the process from start to finish.

Logging into the Concur Travel & Expense System

Log in to your campus portal [4] and on the CU Resources Home tab, click the Concur Travel & Expense System tile.

Step 1 - Creating the Expense Report

Creating the Expense Report [5]

Step 2 - Adding Expenses (including Reconciling Cash Advances)

How you paid for an expense determines whether the expense should be imported or added as a new expense.

Importing Airfare and Travel Card Expenses [6]

Adding Out-of-Pocket Expenses [7]

Use these guides to add common travel expenses to your report.

Adding Mileage to Expense Reports [8]

Adding Lodging to Expense Reports [9]

Adding Meal Per Diem to Expense Reports [10]

Using the Travel Card to Pay for Travel Meals [11]

Adding Attendees to Official Function Expenses [12]

Reconciling Cash Advances [13]

Refunds vs. Reimbursements [14]

Step 3 - Allocating Expenses
• **Allocating Expenses** [15]

**Step 4 - Attaching Documents**

- **Attaching Documents Using the Available Receipts Area** [16]
- **Attaching Documents by Scan** [17]
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- **Using Travel Apps** [20]

**Step 5 - Setting the Approval Flow**

- **Setting the Approval Flow** [21]

**Step 6 - Reviewing and Submitting Expense Reports**

- **Determining Reimbursement Amounts** [22]
- **Submitting Expense Reports** [23]
- **Looking Up Employee Reimbursements in Concur** [24]
- **Looking Up Employee Reimbursements in the Finance System** [25]

**Source URL:** https://www.cu.edu/psc/reconciling-travel-concur

**Links**

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4. [http://my.cu.edu](http://my.cu.edu)
5. [https://www.cu.edu/node/40921](https://www.cu.edu/node/40921)
7. [https://www.cu.edu/node/40925](https://www.cu.edu/node/40925)
8. [https://www.cu.edu/psc/concur-how-adding-mileage-expense-reports](https://www.cu.edu/psc/concur-how-adding-mileage-expense-reports)
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