

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.

[Adding 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]

Step 3 - Allocating Expenses

- [Allocating Expenses](#) [14]

Step 4 - Attaching Documents

[Attaching Documents Using the Available Receipts Area](#) [15]

[Attaching Documents by Scan](#) [16]

[Attaching Documents by Fax](#) [17]

[Delegates: Emailing Receipts to the Available Receipt Area](#) [18]

[Using Travel Apps](#) [19]

Step 5 - Setting the Approval Flow

[Setting the Approval Flow](#) [20]

Step 6 - Reviewing and Submitting Expense Reports

[Determining Reimbursement Amounts](#) [21]

[Submitting Expense Reports](#) [22]

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

Links

[1] <https://www.cu.edu/psc/reconciling-travel-concur>

[2] <https://www.cu.edu/psc/travel>

[3] <https://www.cu.edu/psc/training/reconciling-travel-concur/concur-travel-reconciliation-expense-report-process>

[4] <http://my.cu.edu>

[5] <https://www.cu.edu/node/40921>

[6] <https://www.cu.edu/node/43281>

[7] <https://www.cu.edu/node/40925>

[8] <https://www.cu.edu/psc/concur-how-adding-mileage-expense-reports>

[9] <https://www.cu.edu/psc/concur-how-adding-lodging-expense-reports>

[10] <https://www.cu.edu/psc/concur-how-adding-meal-diem-expense-reports>

[11] <https://www.cu.edu/psc/concur-how-using-travel-card-pay-travel-meals>

[12] <https://www.cu.edu/adding-attendees-official-function-expenses>

[13] <https://www.cu.edu/psc/concur-how-reconciling-cash-advances>

[14] <https://www.cu.edu/psc/concur-how-allocating-expenses>

[15] <https://www.cu.edu/psc/training/attaching-documents-using-the-available-receipts-area>

[16] <https://www.cu.edu/psc/training/attaching-documents-scan>

[17] <https://www.cu.edu/psc/training/attaching-documents-Fax>

[18] <https://www.cu.edu/psc/training/reconciling-travel-concur/delegates-emailing-receipts-receipt-store>

[19] <https://www.cu.edu/psc/training/using-travel-apps>

[20] <https://www.cu.edu/psc/training/reconciling-concur/setting-approval-flow>

[21] <https://www.cu.edu/psc/concur-how-determining-reimbursement-amounts>

[22] <https://www.cu.edu/psc/training/reconciling-concur/submitting-expense-reports>