Reconciling Employee Travel in Concur [1]

General information on how to travel is available on the [Travel page](https://www.cu.edu).

See the [Travel Reconciliation Expense Report Process](https://www.cu.edu) for a graphic overview of the process from start to finish.

Logging into the Concur Travel & Expense System

Log in to your [campus portal](https://www.cu.edu) and on the [CU Resources Home](https://www.cu.edu) tab, click the [Concur Travel & Expense System](https://www.cu.edu) tile.

**Step 1 - Creating the Expense Report**

[Creating the Expense Report](https://www.cu.edu)

**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**
Step 4 - Attaching Documents

Attaching Documents Using the Available Receipts Area

Attaching Documents by Scan

Attaching Documents by Fax

Delegates: Emailing Receipts to the Available Receipt Area

Using Travel Apps

Step 5 - Setting the Approval Flow

Setting the Approval Flow

Step 6 - Reviewing and Submitting Expense Reports

Determining Reimbursement Amounts

Submitting Expense Reports

Looking Up Employee Reimbursements in Concur

Looking Up Employee Reimbursements in the Finance System

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

Links
[1] https://www.cu.edu/psc/reconciling-travel-concur
[5] https://www.cu.edu/node/40921
[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
[12] https://www.cu.edu/adding-attendees-official-function-expenses
[14] https://www.cu.edu/psc/concur-how-allocating-expenses
[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
[23] https://www.cu.edu/psc/concur-how-looking-employee-reimbursements