Reconciling Employee Travel in Concur [1]

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

For detailed guides on how to use the Concur Travel and Expense System, visit the New Concur User Interface [3] page.

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 an expense (to include airfare and travel card charges) [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]
- Delegates: Emailing Receipts to the Available Receipt Area [17]
- Using Travel Apps [18]

**Step 5 - Setting the Approval Flow**

- Setting the Approval Flow [19]

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

- Determining Reimbursement Amounts [20]
- Submitting Expense Reports [21]
- Looking Up Employee Reimbursements in Concur [22]
- Looking Up Employee Reimbursements in the Finance System [23]

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

**Links**