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]

Looking Up Employee Reimbursements in Concur [23]

Looking Up Employee Reimbursements in the Finance System [24]

**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
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
13. https://www.cu.edu/psc/concur-how-reconciling-cash-advances
15. https://www.cu.edu/psc/training/attaching-documents-using-the-available-receipts-area