

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

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Step 4 - Attaching Documents

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Step 5 - Setting the Approval Flow

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Step 6 - Reviewing and Submitting Expense Reports

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Source URL:https://www.cu.edu/psc/reconciling-travel-concur?_ga=2.242945537.24253606.1585079339-272735915.1572905438

Links

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[3] <https://www.cu.edu/psc/new-concur-user-interface> [4] <http://my.cu.edu> [5]

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[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>

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

[22] <https://www.cu.edu/psc/concur-how-looking-employee-reimbursements>

[23] <https://www.cu.edu/controller/fin-how-looking-employee-reimbursements>