

Concur How-to: Adding Out-of-Pocket Expenses ^[1]

An “out-of-pocket” expense refers to an appropriate university expense that you paid for with personal funds and now need reimbursed.

Read the procedures

1. The first step was to create your expense report by completing the Report Header. Now it is time to add expenses to your expense report...and to add information to those expenses.
2. Select the Expense Type – from the right side of your screen – that best categorizes the expense. You can narrow the list by typing part of the Expense Type in the search field at the top of this section.

If you see a list of card expenses instead of Expense Types, click the New Expense button on the left side of your screen.

3. The right side of the screen again changes based on the Expense Type selected. The Expense Type determines what information is required, and therefore which fields appear.
4. Continue to provide the required information. Click **Save** once done.
5. The expense now appears on the left side of your screen.
6. Continue to add expenses to your expense report.

Have a question or feedback?

Questions & Feedback ^[2]

Feedback or Question *

Your Name

Your Email Address

CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

Submit

Source URL:<https://www.cu.edu/psc/training/reconciling-concur/adding-out-of-pocket-expenses>

Links

[1] <https://www.cu.edu/psc/training/reconciling-concur/adding-out-of-pocket-expenses>

[2] <https://www.cu.edu/controller/forms/questions-feedback-0>