

Concur How-to: Importing Airfare and Adding Travel Card Expenses ^[1]

Effective January 1, 2021, airfare transactions booked via CBT or Concur need to be imported into your expense report. Travel Card expenses that have been uploaded into the Concur Travel & Expense System from the bank also need to be included in your expense report. You'll see these expenses in your Available Expenses list.

Read the procedures

1. The first step was to create your expense report by completing the Report Header in Concur. Now it's time to add expenses to your expense report and to add information to those expenses.
2. You may need to click the **Import Expenses** link along the top of your expense report to display your available airfare and Travel Card expenses. They'll show on the right side of your screen.

Note - If you have a Procurement Card in addition to a Travel Card, use the **All Cards** dropdown to display only your Travel Card expenses.

3. Check the box next to the expense(s) you would like to add to this expense report. Use the uppermost checkbox to select all expenses at once. Then, use the **Move** menu to select *To Current Report*.
4. The expense(s) are now assigned to the expense report and appear on the left side of the screen.
5. Select an expense to add, or edit, the information associated with it.
 - The right side of the screen changes to display the information associated with the selected expense.
 - Use the Expense Type dropdown to select the appropriate type.
 - 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.
6. Continue to provide the required information.

7. Click **Save** once done. Repeat for every expense added 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.

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Source URL: <https://www.cu.edu/psc/training/reconciling-concur/adding-travel-card-expenses>

Links

[1] <https://www.cu.edu/psc/training/reconciling-concur/adding-travel-card-expenses>

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