

## **Reconciling Employee Travel in Concur** <sup>[1]</sup>

General information on how to travel is available on the [Travel page](#) <sup>[2]</sup>.

For detailed guides on how to use the Concur Travel and Expense System, visit the [New Concur User Interface](#) <sup>[3]</sup> page.

### **Logging into the Concur Travel & Expense System**

Log in to your [campus portal](#) <sup>[4]</sup> and on the **CU Resources Home** tab, click the **Concur Travel & Expense System** tile.

### **Step 1 - Creating the Expense Report**

[Creating the Expense Report](#) <sup>[5]</sup>

### **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 \(to include airfare and travel card charges\)](#) <sup>[6]</sup>

[Adding Out-of-Pocket Expenses](#) <sup>[7]</sup>

Use these guides to add common travel expenses to your report.

[Adding Mileage to Expense Reports](#) <sup>[8]</sup>

[Adding Lodging to Expense Reports](#) <sup>[9]</sup>

[Adding Meal Per Diem to Expense Reports](#) <sup>[10]</sup>

[Using the Travel Card to Pay for Travel Meals](#) <sup>[11]</sup>

[Adding Attendees to Official Function Expenses](#) <sup>[12]</sup>

[Reconciling Cash Advances](#) <sup>[13]</sup>

[Refunds vs. Reimbursements](#) <sup>[14]</sup>

### **Step 3 - Allocating Expenses**

- [Allocating Expenses](#) <sup>[15]</sup>

## Step 4 - Attaching Documents

[Attaching Documents Using the Available Receipts Area](#) <sup>[16]</sup>

[Delegates: Emailing Receipts to the Available Receipt Area](#) <sup>[17]</sup>

[Using Travel Apps](#) <sup>[18]</sup>

## Step 5 - Setting the Approval Flow

[Setting the Approval Flow](#) <sup>[19]</sup>

## Step 6 - Reviewing and Submitting Expense Reports

[Determining Reimbursement Amounts](#) <sup>[20]</sup>

[Submitting Expense Reports](#) <sup>[21]</sup>

[Looking Up Employee Reimbursements in Concur](#) <sup>[22]</sup>

[Looking Up Employee Reimbursements in the Finance System](#) <sup>[23]</sup>

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

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