# 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 <u>campus portal</u> [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**

Allocating Expenses [15]

#### **Step 4 - Attaching Documents**

Attaching Documents Using the Available Receipts Area [16]

Delegates: Emailing Receipts to the Available Receipt Area [17]

Using Travel Apps [18]

### **Step 5 - Setting the Approval Flow**

Setting the Approval Flow [19]

#### Step 6 - Reviewing and Submitting Expense Reports

Determining Reimbursement Amounts [20]

Submitting Expense Reports [21]

Looking Up Employee Reimbursements in Concur [22]

Looking Up Employee Reimbursements in the Finance System [23]

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

#### Links

[1] https://www.cu.edu/psc/training/reconciling-travel-concur [2] https://www.cu.edu/psc/travel

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

https://www.cu.edu/node/40921 [6] https://www.cu.edu/psc/concur-expense-adding-expense

[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

[11] https://www.cu.edu/node/136033 [12] https://www.cu.edu/adding-attendees-official-function-expenses

[13] https://www.cu.edu/psc/concur-how-reconciling-cash-advances [14] https://www.cu.edu/psc/refunds-vs-reimbursements [15] https://www.cu.edu/psc/concur-how-allocating-expenses

[16] https://www.cu.edu/psc/training/attaching-documents-using-the-available-receipts-area

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[18] https://www.cu.edu/psc/training/using-travel-apps [19] https://www.cu.edu/psc/concur-expense-user-added-approvers [20] https://www.cu.edu/psc/concur-expense-determining-reimbursement-amounts

[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