General information on how to travel is available on the Travel page [1].

For detailed guides on how to use the Concur Travel and Expense System, visit the New Concur User Interface [2] page.

Logging into the Concur Travel & Expense System

Log in to your campus portal [3] and on the **CU Resources Home** tab, click the **Concur Travel & Expense System** tile.

Step 1 - Creating the Expense Report

Creating the Expense Report [4]

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) [5]

Adding Out-of-Pocket Expenses [6]

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

Adding Mileage to Expense Reports [7]

Adding Lodging to Expense Reports [8]

Adding Meal Per Diem to Expense Reports [9]

Using the Travel Card to Pay for Travel Meals [10]

Adding Attendees to Official Function Expenses [11]

Reconciling Cash Advances [12]

Refunds vs. Reimbursements [13]

Step 3 - Allocating Expenses

- Allocating Expenses [14]

Step 4 - Attaching Documents

Step 5 - Setting the Approval Flow

Step 6 - Reviewing and Submitting Expense Reports

[23]   [24]

Source URL:https://www.cu.edu/node/41685/favicon.png

Links
[1] https://www.cu.edu/psc/travel [2] https://www.cu.edu/psc/new-concur-user-interface [3] http://my.cu.edu
[4] https://www.cu.edu/node/40921 [5] https://www.cu.edu/psc/concur-expense-adding-expense
[6] https://www.cu.edu/node/40925 [7] https://www.cu.edu/psc/concur-how-adding-mileage-expense-reports [8] https://www.cu.edu/psc/concur-how-adding-lodging-expense-reports
[9] https://www.cu.edu/psc/concur-how-adding-meal-diem-expense-reports [10]
https://www.cu.edu/psc/concur-how-using-travel-card-pay-travel-meals [11] https://www.cu.edu/adding-attendees-official-function-expenses [12] https://www.cu.edu/psc/concur-how-reconciling-cash-advances
[13] https://www.cu.edu/psc/refunds-vs-reimbursements [14] https://www.cu.edu/psc/concur-how-allocating-expenses [15] https://www.cu.edu/psc/training/attaching-documents-using-the-available-receipts-area [16] https://www.cu.edu/psc/training/reconciling-travel-concur/delegates-emailing-receipts-receipt-store [17] https://www.cu.edu/psc/training/using-travel-apps [18] https://www.cu.edu/psc/concur-expense-user-added-approvers [19] https://www.cu.edu/psc/concur-expense-determining-reimbursement-amounts [20] https://www.cu.edu/psc/training/reconciling-concur/submitting-expense-reports
[21] https://www.cu.edu/psc/concur-how-looking-employee-reimbursements
[22] https://www.cu.edu/controller/fin-how-looking-employee-reimbursements
[23] https://www.cu.edu/print/psc/training/reconciling-travel-concur
[24] https://www.cu.edu/printpdf/psc/training/reconciling-travel-concur