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Employee Travel Expense Processing [1]

Employees should compile and submit travel expenses for reconciliation and/or reimbursement in Concur as soon as possible after returning from a trip.

Timely Submission

The University of Colorado's accountable plan [2] requires all business expenses including those related to travel be submitted within 90 days of when the expense was incurred, or within 90 days of the last date of travel, if incurred during business travel. Employees who do not meet the conditions of the University's accountable plan [2] will have the amount of the related expense(s) reported as taxable income on their pay advice as well as on IRS Form W-2.

Many departments across the university utilize assigned delegates to assist with expense report preparation and processing in Concur. It is, however, ultimately the employee's responsibility to ensure understanding of and compliance with all applicable policies and processes for travel and related reimbursements.

Foreign Currency

When travel expenses include payments made in other (non-USD) currencies, employees are required to document the exchange rate and any associated fees as part of the reimbursement request. There is a currency exchange converter built-in to Concur that will assist with processing each transaction entered in the report. Entries with foreign currency should always be entered using the system conversion to ensure appropriate exchange rates are applied for each transaction.

Travel Card Transactions

Please note that transactions charged to a university-issued commercial card including the Travel Card can take several business days to appear in Concur for reconciliation. Once all travel-related charges appear in Concur, and/or once all receipts are available for cash/out-of-pocket payments, employees should initiate, complete, and submit their travel expense report.

Reminders and Tips

- Report approvers should not also be involved in preparing the report. If you are using a delegate preparer, be sure the person to whom you are routing for approval is not the same person.
- Every expense submitted must include an explanation of the business purpose of the expense.
- Don't forget to include your itemized hotel receipt (folio) with your lodging entry on your

expense report.
- Employees are eligible to receive a daily travel allowance (per diem) while in travel status. Be sure to exclude any meals provided by your hotel and/or conference when adding the per diem to an expense report [3]. Also be sure to check with your department for any department-generated limitations on per diem reimbursements.
- Mileage to and from the airport/airport parking can be reimbursed in many cases (after deducting the round-trip daily work commute for on-campus or hybrid employees). Be sure to use the Concur Mileage calculator [4] to add this expense entry. See also Calculating Reimbursable Mileage and Ground Transportation [5] for examples on when to deduct your work commute.
- Once your report is complete, look at Details --> Totals in Concur to review whether the University owes you money, or if you owe the university.

Knowledge articles on how to set up and process expense reports in Concur can be found in the links below:

- Concur Expense: Reconciling Employee Travel [6]
- Concur Expense: Creating a New Employee Expense Report [7]
- Concur Expense: Adding an Expense [8]
- Concur Expense: Available Receipts Section [9]
- Concur Expense: How to Attach an Approved Request to a New Expense Report [10]
- Concur Expense: Managing Itineraries & Travel Allowance (Per Diem/Meals) for Employees [11]
- Concur Expense: Mileage Reimbursements [4]
- Concur Expense: Hotel/Lodging Itemizations [12]
- Concur Expense: How to Add a Request to an Existing Travel Reconciliation Report [13]
- Concur Expense: Determining Reimbursement (or Owed) Amounts on Expense Reports [14]

Processing Non-Travel Employee Expenses

Information on reconciling Procurement Card expenses can be found on the Commercial Card program [15] website.

Information on submitting reimbursement requests for cash/out-of-pocket payments for business expenses can be found on Reimbursements [16].

Resources

- Travel FAQ [17]
- Access Concur via your campus portal [18]
- Non-Employee Reimbursement-International (NRI) form [19]
- Official Function Form [20]
- Cash Advance Set Up Form [21]
- Card Holder Roles and Responsibilities [22]
- Travel Card Handbook [23]
- Calculating Reimbursable Mileage and Ground Transportation [5]
- Receipt Management [24]
- Travel Support and Experience Form [25]

Related Articles

- Concur Expense: Reconciling Employee Travel [26]
- Concur Expense: Reconciling Cash Advances [27]
- Concur Expense: Creating a Non-Employee Expense Report [28]
- Concur Expense: Importing Airfare and Travel Card Expenses into Non-Employee Expense Reports [29]
- Concur Expense: Adding an Attendee [30]
- Concur Expense: Allocations [31]
- Concur Expense: Managing Itineraries & Travel Allowance (Per Diem/Meals) for Employees [11]
- Concur Request: Attaching Documents [32]
- Concur Request: Approving and Forwarding a Request [33]

SEARCH ALL ARTICLES [34]

Policies and Procedures

- PSC Procedural Statement: Travel [35]
- APS 4024 - Travel Authorization Policy [36]
- Finance Procedural Statement: Alcoholic Beverages Purchased for University Events [37]
- Finance Procedural Statement: Business Expense Substantiation & Tax Implications [2]
- Finance Procedural Statement: Sensitive Expenses [38]
- Finance Procedural Statement: Official Functions [39]

VIEW ALL PROCEDURES [40]

Groups audience:
Procurement Service Center

Source URL:https://www.cu.edu/psc/travel/returning-travel/employee-travel-expense-processing

Links
[1] https://www.cu.edu/psc/travel/returning-travel/employee-travel-expense-processing
[2] https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-business-expense [3] http://pschelp.cu.edu/s/article/Concur-Expense-Adding-and-Managing-Travel-Allowances-Per-Diems-Employees [4] https://pschelp.cu.edu/s/article/Concur-Expense-Mileage-Reimbursements

[5] https://www.cu.edu/psc/calculating-reimbursable-mileage-and-ground-transportation
[6] http://pschelp.cu.edu/s/article/Concur-Expense-Reconciling-Employee-Travel
[7] https://pschelp.cu.edu/s/article/Concur-Expense-Creating-a-New-Procurement-Card-Report
[8] https://pschelp.cu.edu/s/article/Concur-Expense-Adding-an-Expense
[9] https://pschelp.cu.edu/s/article/Concur-Expense-Available-Receipts-Section
[10] https://pschelp.cu.edu/s/article/Concur-Expense-How-to-Attach-an-Approved-Request-to-a-New-Expense-Report [11] https://pschelp.cu.edu/s/article/Concur-Expense-Adding-and-Managing-Travel-Allowances-Per-Diems-Employees [12] https://pschelp.cu.edu/s/article/Concur-Expense-Hotel-Lodging-Itemizations [13] https://pschelp.cu.edu/s/article/Concur-Expense-How-to-Add-a-Request-to-an-Existing-Travel-Reconciliation-Report [14] https://pschelp.cu.edu/s/article/Concur-Expense-Determining-Reimbursement-or-Owed-Amounts-on-Expense-Reports [15] https://www.cu.edu/psc/paying/commercial-card-program [16] https://www.cu.edu/psc/paying/non-purchase-order-payments#Reimbursements
[17] https://pschelp.cu.edu/s/frequently-asked-questions [18] http://my.cu.edu/
[19] https://www.cu.edu/psc/forms/non-employee-reimbursement-nr [20] https://www.cu.edu/psc/forms/official-function [21] https://www.cu.edu/psc/forms/cash-advance-setup-cas
[22] https://www.cu.edu/psc/roles-and-responsibilities-0 [23] https://www.cu.edu/psc/travel/you-travel/travel-card [24] https://www.cu.edu/psc/travel/during-travel/receipt-management
[25]
https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fforms.cloud.microsoft%2Fr%2FZs579ACBQz
[26] https://pschelp.cu.edu/s/article/Concur-Expense-Reconciling-Employee-Travel
[27] https://pschelp.cu.edu/s/article/Concur-Expense-Reconciling-Cash-Advances
[28] https://pschelp.cu.edu/s/article/Concur-Expense-Creating-a-Non-Employee-Expense-Report
[29] https://pschelp.cu.edu/s/article/Concur-Expense-Importing-Airfare-and-Travel-Card-Expenses-into-Non-Employee-Expense-Reports [30] https://pschelp.cu.edu/s/article/Concur-Expense-Adding-an-Attendee [31] https://pschelp.cu.edu/s/article/Concur-Expense-Allocations
[32] https://pschelp.cu.edu/s/article/Concur-Request-Attaching-Documents
[33] https://pschelp.cu.edu/s/article/Concur-Request-Approving-and-Forwarding-a-Request
[34] https://pschelp.cu.edu/s/ [35] https://www.cu.edu/psc-procedural-statement-travel
[36] https://www.cu.edu/ope/aps/4024 [37] https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-alcoholic-beverages
[38] https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-sensitive-expenses [39] https://www.cu.edu/controller/finance-procedural-statement-official-functions [40] https://www.cu.edu/psc/procedures