Creating a Travel Expense Report

When is a Travel Expense Report used?
Travel Expense reports should be used to expense both personal and P-Card charges after a trip has been completed. Note: If you purchased travel for individuals other than yourself on a departmental P-Card, those charges can be expensed on a Non-Travel P-Card Report.

Step One: Log in to Concur using the SSO login.
Step Two: Click Expense in the top menu bar or +New in the Quick Task bar and Start a Report.

Step Three: Click Create New Report.

Step Four: The report type should be Travel Report. Begin filling out the required fields in the Report Header if you do not have an approved travel request in Concur. If you do have an approved request in Concur, click Create From an Approved Request.

Note: All Requests to travel after 7/1/2023 must be fully approved in Concur prior to traveling and the expense report should be created from that request. Travel that was requested and booked prior to

June 2023
7/1/2023 can be expensed by filling in the required fields and not choosing to create from an approved request.

Once all required fields have been completed, click **Create Report**.

**Step Five:** Begin adding your expenses by clicking **Add Expense**. For guidance on adding the new GSA per diem rates, click here.

**Step Six:** Add any applicable CUPcard charges related to the selected trip if necessary or click **Create New Expense** to choose from the list of expense types that are allowable for reimbursement.

Click **Add to Report** for CU P-Card transactions to be added or click the Expense Type name on the Create New Expense tab to add to the report automatically.
Step Seven: Click anywhere on an expense type line to edit that expense. **Note:** If you see the Alert banner after you add charges to a report, don’t panic! Fill out all the required information before you address the Alerts.

Step Eight: Once you’ve opened a line item, begin filling out the required information marked with a Red Asterisk. For **Created Expenses**, make sure the Payment Type is **Employee Paid** (this should be chosen only for out-of-pocket expenses). Make sure to **Upload a Receipt** and you can also allocate individual charges at the line item (only needed when expenses need to be split by across different chartstrings).

To upload a receipt click **Upload Receipt**. You can choose to upload a receipt from your computer or complete a **Missing Receipt Declaration** if needed.
Note: To get receipts in your profile faster and more efficiently, please reference the Working with Available Receipts training aid.

Step Ten: If all required information, allocations, and receipts have been uploaded; click Save Expense.

Step Eleven: Repeat steps seven through eleven for all expenses until all are complete. If any Alerts remain at the top of the screen, click the banner to view the specific errors.

Note: Yellow Alerts are there to make you aware of a possible issue and to double-check your work. Red Alerts are errors in which you cannot submit until they are resolved. Alerts will not disappear even after the errors are fixed so once you know you have resolved them try to resubmit.

Step Twelve: When all applicable charges have been added and completed, click Submit Report.

If you need assistance, please reach out to your Business Office for guidance. Training Aids and resources can be found on our Travel & Expense Website.