If you were required to submit a Pre-Trip Request, you will need to attach the approved Request to an Expense Report in order to be reimbursed for expenses. If you submitted a Travel/Cash Advance, you will need to attach the approved Request to an Expense Report in order to reconcile the advance.

### Attaching a Request to an Expense Report \*\*Log into Concur at travel-expense.finance.columbia.edu

When reconciling a Request to an Expense Report, you can either create the Expense Report from the Request or you can create an Expense Report first and then import the Request into the Expense Report.

**Creating an Expense Report from a Request** 

1. Click the **Requests** tab. The Active Requests appear. The Status of the Request you are reconciling must be Approved in order to attach it to an Expense Report.

SAP Concur C Requests	ravel Expense App Center		Help• Profile • 💄
Manage Requests			
Manage Requests 🗤	ew Active Requests 🔻		
	SUBMITTED 11/05/2020	APPROVED 11/04/2020	
	INTL Test	A Request Example	
Create New Request	\$1,000.00 Submitted & Rending "Reports To"	\$2,000.00	
	Approval Test, CH Approver	Approved	

#### 2. Click the approved **Request** to open it.

SAP Concur C Requests Travel Expense App Center	Help* Profile * 💄
Manage Requests	
Alerts: 2	~
Request Example \$2.000.00 Approved   Request ID: 4GGJ	More Actions  Create Expense Report
Request Details ▼ Print/Share ▼ Attachments ▼	

3. Click the **Create Expense Report** button. The Request details are automatically associated with the new Expense Report. You can edit the Report Header if you need to update the Departmental or ChartString information.

		Administration -   Help -
SAP Concur C Requests Exper	see Approvals App Center	Profile 👻 💄
Manage Expenses View Transactions C	ash Advances Process Reports	
Eric's Trip and Cash Re Not Submitted Report Details  Print/Share  Manage Re	equest \$0.00 💼	Submit Report
REQUEST Approved \$2,000.00	CASH ADVANCE: 1 Amount Remaining \$1,000.00 \$1,000.00	
Add Expense Edit Delete	Copy Allocate Combine Expenses Move to 💌	
	No Expenses Add expenses to this report to submit for reimbursement.	

4. Follow the steps in the sections for Adding Expense Items to the Expense Report and Submitting the Expense Report.

**Note:** Requests cannot be allocated to multiple ChartStrings when originally submitted for approval, but you can allocate your reconciliation Expense Report to multiple ChartStrings. Refer to the <u>Allocating to Multiple ChartStrings</u> Concur Tip for instructions.



#### Job Aid: Reconciling Pre-Trip and Travel/Cash Advance Requests in Concur

**Importing a Request into an Expense Report** 

 Log in to Concur and click the Expense tab. The Manage Expenses screen appears. Click Create New Report. The Create New Report screen appears.



2. Click the Create From an Approved Request link.

Type of Report *	School *	O Division *	* Required
Select the Type of Report	✓ (140000X) FIN Finance	🝸 🗸 Search by Text	
Sub-Division *	Admin Department *	0	
Report Name * 🥥	Report Purpose *	Detailed Business Purpose *	
	None Selected	v	
SL BU *	Department*	PC Business Unit *	
Y → Columbia University (COLUM)	Y         FAC EVP Admin (1202102)	General Projects (GENRL)	
Project *	Activity *	Initiative *	
	<b>T T U D D U O D</b>		
Y     GI Funding (UR004672)       Segment *	▼ ▼ ZMBBI (02)           Site	Underined Initiative (00000)	
♥ ✓ GI Funding (UR004672) Segment *	Site	Cancel	Creat
▼ < GIFunding (UR004672)  segment*  ne confirmation dialog w Create From an Approved Re	/indow appears.	Cancel	Create
▼ < GIFunding (UR004672) tegment*	vindow appears.	Cancel	Creat
<ul> <li>GI Funding (UR004672)</li> <li>Begment *</li> <li>Create From an Approved Re</li> <li>Creating an expense report from discussion</li> </ul>	vindow appears. quest? ×	Cancel	Creat
GI Funding (UR004672)      Segment  e confirmation dialog w Create From an Approved Re      Creating an expense report from     discard any information you have     window. Are you sure you want to	A an approved request will already entered in the current o continue?	Cancel	Creat

3. Click the **Create From an Approved Request** button. The Available Requests window appears.

7 (7 Gai	able i tequeete							
	Request Name ↑↓	Request ID 1↓	Start Date =	End Date ↑↓	Cancelled ↑↓	Request Total ↑↓	Approved ↑↓	Remaining ↑↓
0	Conference	33F7	12/01/2020	12/04/2020	No	\$1,500.00	\$1,500.00	\$1,500.00
۲	Eric's Trip and Cash Request	33D6	02/17/2020	02/21/2020	No	\$2,000.00	\$2,000.00	\$658.00
							Cancel	Create Report

4. Select the **Request** to be added and click **Create Report**. The Report Header is populated with values from the Request and ready for you to add Expense Items. You can edit the Report Header if you need to update the Departmental or ChartString information.

Job Aid: Reconciling Pre-Trip and Travel/Cash Advance Requests in Concur

## **Adding Expense Items to the Expense Report**

When reconciling a Request, you should attempt to use Expense Types that are as close as possible to those used when you submitted your Request.

1. Click Add Expense to add a new Expense to your Report.

Report Details   Print/Share  Man	age Receipts 🔻			
REQUEST Approved \$2,000.00	CASH ADVANCE: 1 Amount \$1,000.00	Remaining \$1,000.00		
Add Expense Edit		Allocate Com	bine Expenses	

When you enter Expense Types that match with the items in your **Request**, the Request field displays the matching information.

Details	temizations				Hide Receipt
Allocate			* Required field		
Expense Type *					
Hotel/Lodging			~		
Check-in Date *		Check-out Date *	Nights:		
02/17/2020		02/21/2020	4		
Transaction Date *		Trip Type *			
02/21/2020		Domestic	•		
Purpose *		Was a spouse/significant other/d	ependent		
Conference	•	No	•		
Subject to Gout (GSA) Pata * (	0	Vender Name *	]	Allach Necelpt Image	
No	•	Hyatt Hotels	~		
Lodging Location *		Payment Type *			
🕲 👻 San Francisco, C	alifornia	Cash/Personal Credit Ca	ird 🔹		
Amount *		Currency *			
1,200.00		US, Dollar	~		
		Request *			
Apply Govt (GSA) Rate		02/17/2020, \$1,200.00 -	Eric's Trip an 🔹		

2. Complete the required Expense details and click **Save Expense**. Continue adding Expenses as needed. If you are reconciling a Travel / Cash Advance, and did not utilize the entire amount, you will need to enter a line for the balance using the Cash Advance Return Expense Type. You will also need to reimburse the University for the Cash Advance Return.

**Note:** If the Expense Types in your Request and Expense Report differ or if your Expense Report total is less than the Request total, the Request status will remain open. After your Expense Report is fully processed you can Close/Inactivate the Request to remove the Request from your Active list, if desired.

## Job Aid: Reconciling Pre-Trip and Travel/Cash Advance Requests in Concur

## **Submitting the Expense Report**

#### 1. After adding all the Expense Items into your Expense Report, click Submit Report and then Accept & Continue.

Tou are currently logged into a	User Electronic Agreement		>	Administration - Help -
SAP Concur C	By clicking on the 'Accept & Submit' bu 1) This is a true and accurate accountin are no expenses claimed as reimbursal	itton, I certify that: ig of expenses incurred to accomplish offi ble which relate to personal or unallowabl	cial business for the University and there expenses.	Profile -
Training Cont	<ol> <li>All required receipt images have bee</li> <li>have not received, nor will I received</li> </ol>	n attached to this report.	for the expenses claimed.	y Report Submit Report
Not Submitted	<ol> <li>If payment is received from another s the University in full for those expenses</li> </ol>	source for any portion of the expenses cla	imed I assume responsibility for repaying	
REQUEST	5) If you are submitting this report on be reimbursed from other sources and you	ehalf of a Non-Profiled Payee, to the best will work with the payee to process repay	of your knowledge the payee is not being yment to the University if necessary.	
\$2,000.00			Cancel Accept & Continue	
Add Expense Ed	dit Delete Copy	Allocate Combine Expenses	Move to 🔻	-
Receipt Payment	Гуре	Expense Type	Vendor Details	Date - Requested
Cash/Pers	sonal Credit Card	Daily Meal Per Diem	San Francisco, California	02/21/2020 \$57.00

#### The Report Totals appears.

Company Pays \$1,669.00 <sub>Employee</sub>	SO.0 Compa	oyee Pays )() <sup>Iny</sup>
Amount Total:	Due Employee:	Owed Company:
\$1,669.00	\$1,669.00	\$0.00
Requested Amount:	Total Paid By Company:	Total Owed By Employee:
\$1,669.00	\$1,669.00	\$0.00

#### 2. Click Submit Report.

**Important Note**: If you received a Cash Advance and did not use all of the funds, you must reimburse the University for the amount indicated in <u>Employee Pays</u> with a check made payable to The Trustees of Columbia University within 20 days from the trip end date or 20 days from the transaction date for business expenses. Please click <u>here</u> for more information on how to return funds to the University.

### Important

Job Aid: Reconciling Pre-Trip and Travel/Cash Advance Requests in Concur

## **Closing/Inactivating Requests**

If the Expense Types in your Request and Expense Report differ or if your Expense Report total is less than the Request total, the Request status will remain open. After your Expense Report is fully processed you can Close/Inactivate the Request to remove the Request from your Active list, if desired. In addition, if you have an active, approved Request where travel was canceled or did not take place, you can close/inactivate the Request.

1. Click the Requests tab and open the Request that you need to close/inactivate.

Test 1 \$5,000.00	More Actions 🗸	Close/Inactivate Request
Approved   Request ID: 3LRN		

2. Click the Close/Inactivate Request button.

# **Getting Help**

Please contact the Finance Service Center http://finance.columbia.edu/content/finance-service-center

You can log an incident or request a service via Service Now <u>https://columbia.service-now.com</u>