

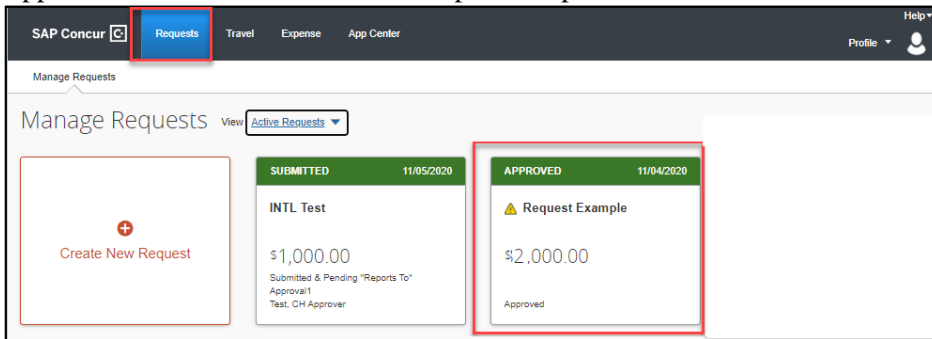
If you were required to submit a Pre-Trip Request, you will need to attach the approved Request to an Expense Report in order to be reimbursed for expenses. If you submitted a Travel/Cash Advance, you will need to attach the approved Request to an Expense Report in order to reconcile the advance.

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

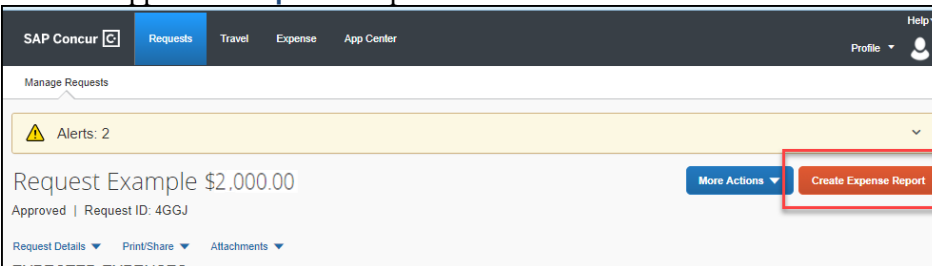
When reconciling a Request to an Expense Report, you can either create the Expense Report from the Request or you can create an Expense Report first and then import the Request into the Expense Report.

Creating an Expense Report from a Request

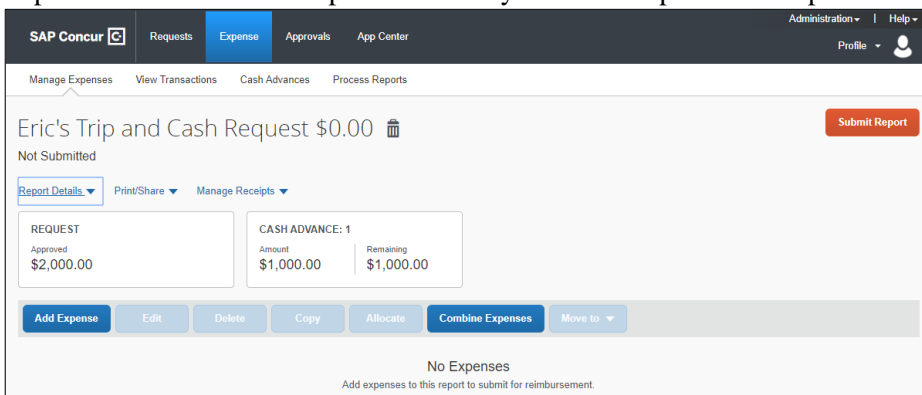
1. Click the **Requests** tab. The Active Requests appear. The Status of the Request you are reconciling must be **Approved** in order to attach it to an Expense Report.



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



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.

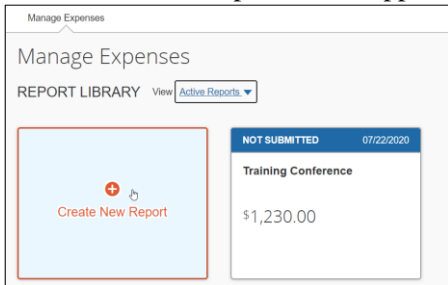


4. Follow the steps in the sections for Adding Expense Items to the Expense Report and Submitting the Expense Report.

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 [Allocating to Multiple ChartStrings Concur Tip](#) for instructions.

Importing a Request into an Expense Report

1. 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.

The screenshot shows the 'Create New Report' form. At the top left, there is a link labeled 'Create From an Approved Request' which is highlighted with a red rectangular box. The form contains several dropdown menus for selecting report details: Type of Report, School (set to (140000X) FIN Finance), Division, Sub-Division, Admin Department, Report Name, Report Purpose (set to None Selected), Detailed Business Purpose, GL BU (set to Columbia University (COLUM)), Department (set to FAC EVP Admin (1202102)), PC Business Unit (set to General Projects (GENRL)), Project (set to GI Funding (UR004672)), Activity (set to ZMBBI (02)), Initiative (set to Undefined Initiative (00000)), Segment, and Site. At the bottom right, there are 'Cancel' and 'Create Report' buttons.

The confirmation dialog window appears.

The screenshot shows a confirmation dialog window titled 'Create From an Approved Request?'. It contains a question mark icon and the text: 'Creating an expense report from an approved request will discard any information you have already entered in the current window. Are you sure you want to continue?'. At the bottom, there are two buttons: 'Go back' and 'Create From an Approved Request'.

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

The screenshot shows the 'Available Requests' window. It contains a table with the following data:

Request Name	Request ID	Start Date	End Date	Cancelled	Request Total	Approved	Remaining
Conference	33F7	12/01/2020	12/04/2020	No	\$1,500.00	\$1,500.00	\$1,500.00
Eric's Trip and Cash Request	33D6	02/17/2020	02/21/2020	No	\$2,000.00	\$2,000.00	\$658.00

At the bottom right, there are 'Cancel' and 'Create Report' buttons.

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.

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.

The screenshot shows a summary of a Request with an approved amount of \$2,000.00 and a Cash Advance of \$1,000.00. Below the summary is a row of buttons: Add Expense, Edit, Delete, Copy, Allocate, Combine Expenses, and Move to. The 'Add Expense' button is highlighted with a red box.

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

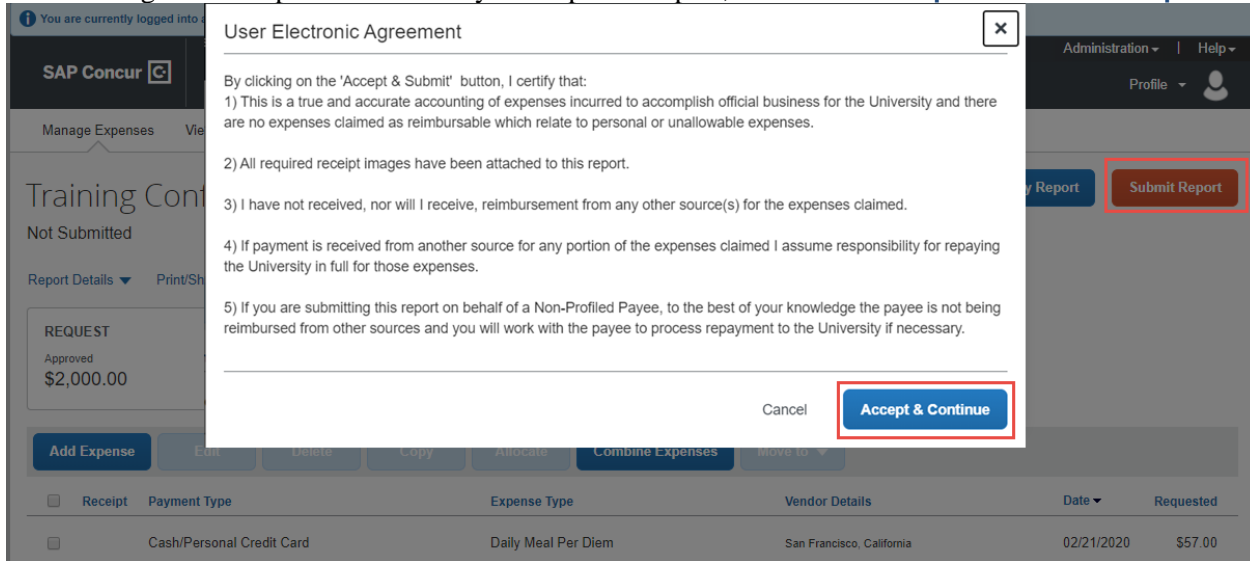
The screenshot shows the 'New Expense' form with various fields filled out: Expense Type (Hotel/Lodging), Check-in Date (02/17/2020), Check-out Date (02/21/2020), Transaction Date (02/21/2020), Purpose (Conference), Subject to Govt (GSA) Rate (No), Lodging Location (San Francisco, California), Amount (1,200.00), and Request (02/17/2020, \$1,200.00 - Eric's Trip an). The 'Request' field is highlighted with a red box. A large red box on the right side of the form contains a plus sign and the text 'Attach Receipt Image'.

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.

Submitting the Expense Report

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



The Report Totals appears.



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 **Employee Pays** 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 [here](#) for more information on how to return funds to the University.*

Important

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.



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

<https://columbia.service-now.com>