Columbia University Finance Training

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

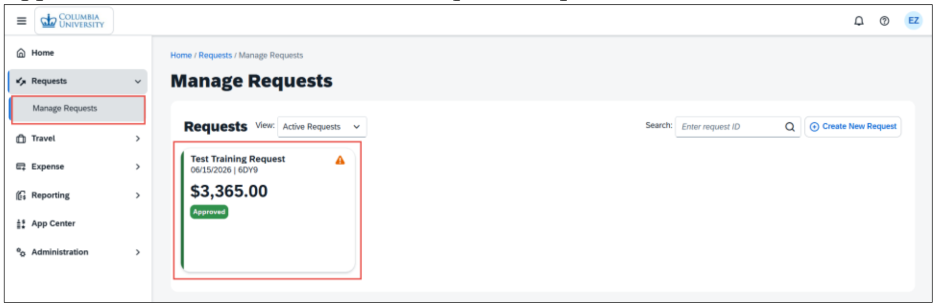
If you were required to submit a Pre-Trip Request, you will need to attach the approved Request to an Expense Report in order to be reimbursed for expenses. If you submitted a Travel/Cash Advance, you will need to attach the approved Request to an Expense Report in order to reconcile the advance.

Attaching a Request to an Expense Report

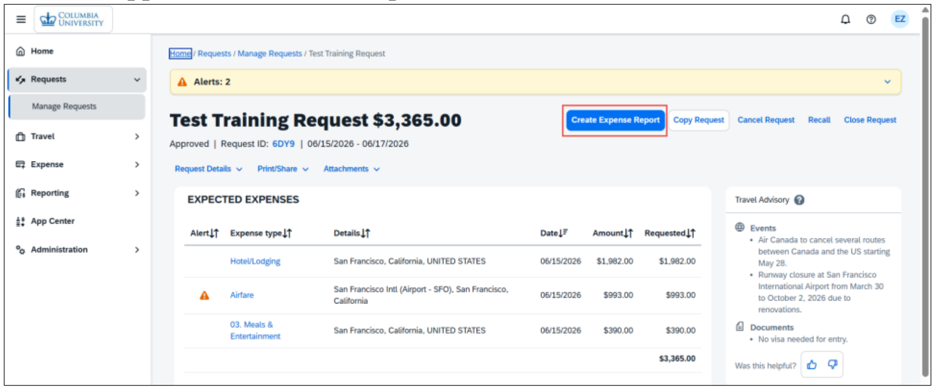
When reconciling a Request to an Expense Report, you can either create the Expense Report from the Request or you can create an Expense Report first and then import the Request into the Expense Report.

Creating an Expense Report from a Request

1. Navigate to **Manage Requests**. 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.



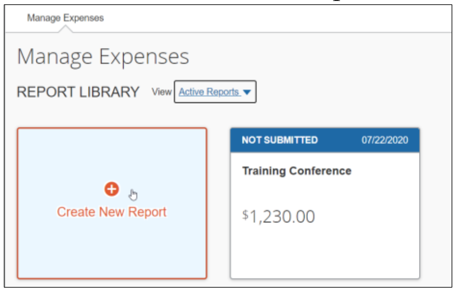
3. Click the **Create Expense Report** button. The Request details are automatically associated with the new Expense Report. You can edit the Report Header if you need to update the Departmental or ChartString information.

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

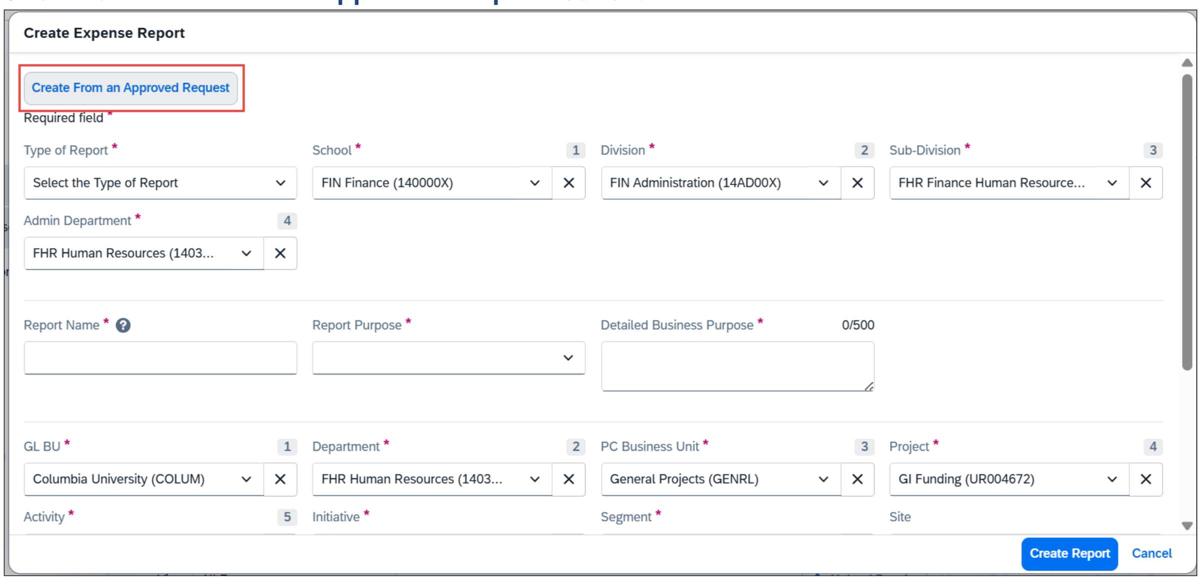
Note: *Requests cannot be allocated to multiple ChartStrings when originally submitted for approval, but you can allocate your reconciliation Expense Report to multiple ChartStrings. Refer to the [Allocating to Multiple ChartStrings]() Concur Tip for instructions.*

Importing a Request into an Expense Report

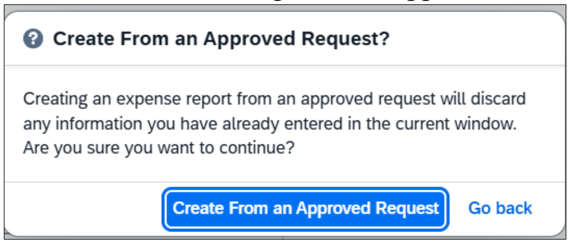
1. Log in to Concur and navigate **Manage Expenses**. The Manage Expenses screen appears. Click **Create Expense Report**. The Create New Report screen appears.



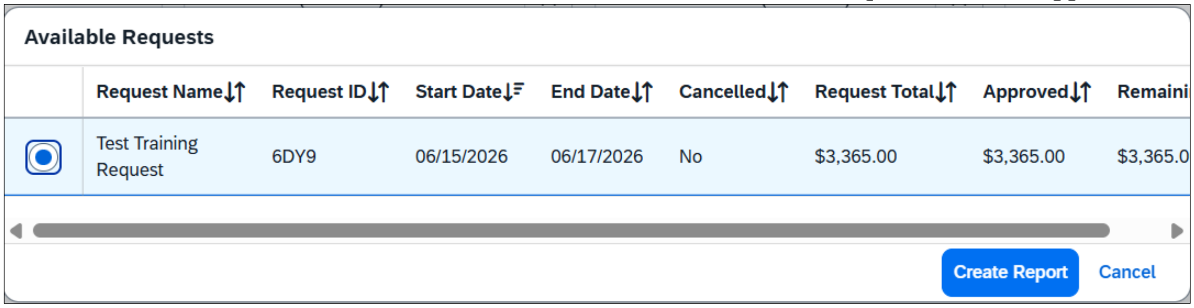
2. Click the **Create From an Approved Request** button.



The confirmation dialog window appears.



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

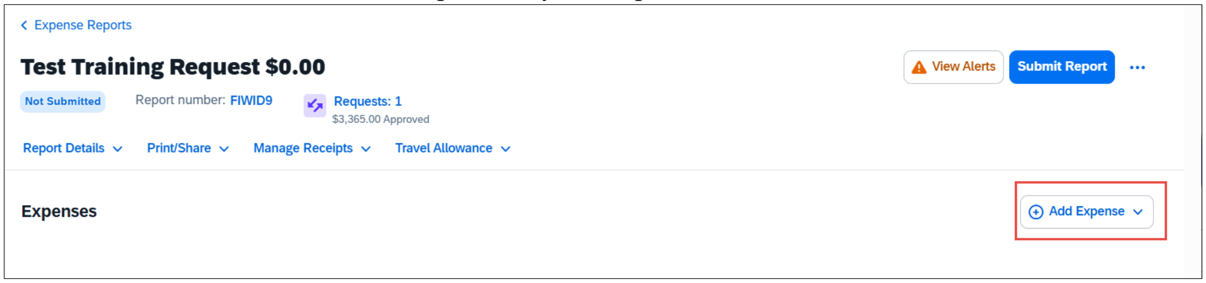


4. Select the **Request** to be added and click **Create Report**. The Report Header is populated with values from the Request and ready for you to add Expense Items. You can edit the Report Header if you need to update the Departmental or ChartString information.

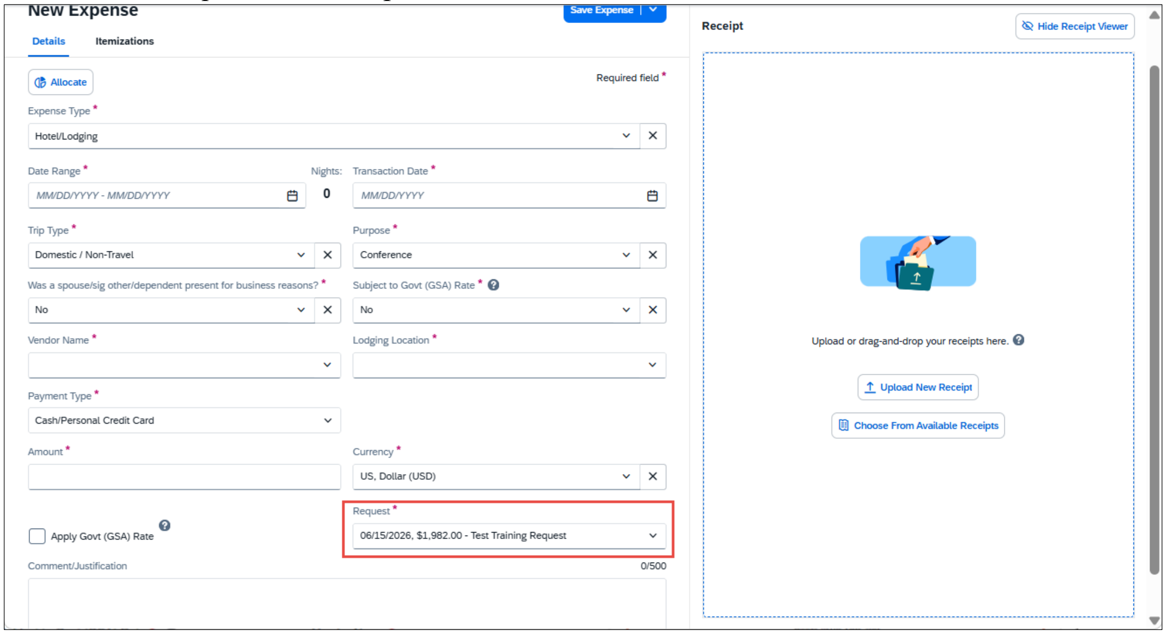
Adding Expense Items to the Expense Report

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.



When you select Expense Types that match with the items in your Request, the Request field displays the matching amount of the request for that expense.

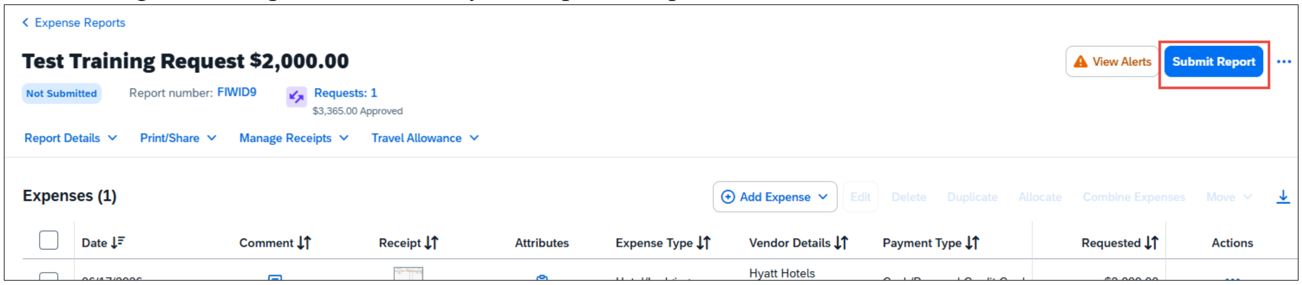


2. Complete the required Expense details and click **Save Expense.** Continue adding Expenses as needed.
   If you are reconciling a Travel / Cash Advance, and did not utilize the entire amount, you will need to enter a line for the balance using the Cash Advance Return Expense Type. You will also need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

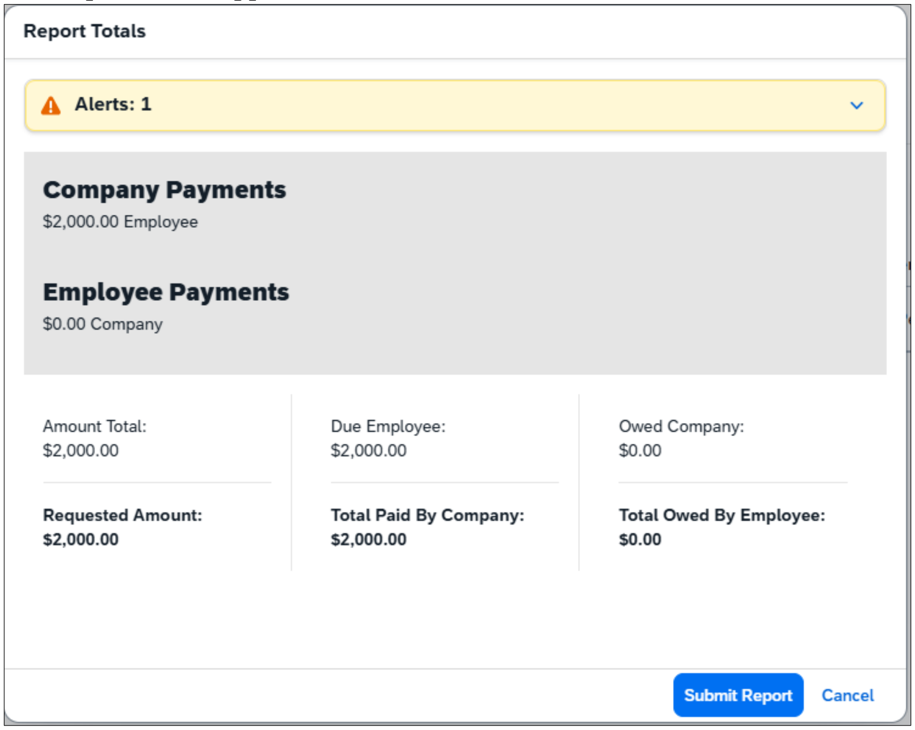
Note: *If the Expense Types in your Request and Expense Report differ or if your Expense Report total is less than the Request total, the Request status will remain open. After your Expense Report is fully processed you can Close/Inactivate the Request to remove the Request from your Active list, if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

Submitting the Expense Report

1. After adding all the Expense Items into your Expense Report, click **Submit Report**.



The Report Totals appears.



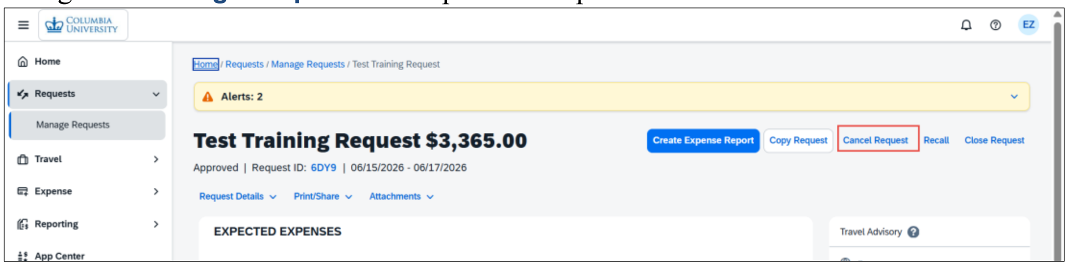
2. Click **Submit Report**.
Important Note: *If you received a Cash Advance and did not use all of the funds, you must reimburse the University for the amount indicated in* Employee Pays *with a check made payable to The Trustees of Columbia University within 20 days from the trip end date or 20 days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

Canceling and Closing Requests

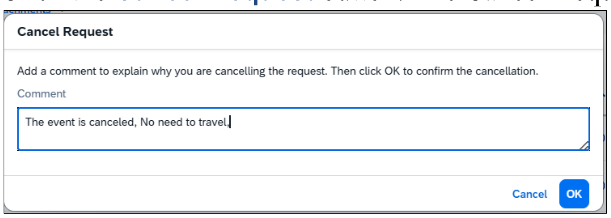
If you are not going on the trip you requested, you can cancel the Request.

Cancelling a Request

1. Navigate to **Manage Requests** and open the Request.



2. Click the **Cancel Request** button. The Cancel Request dialog appears.

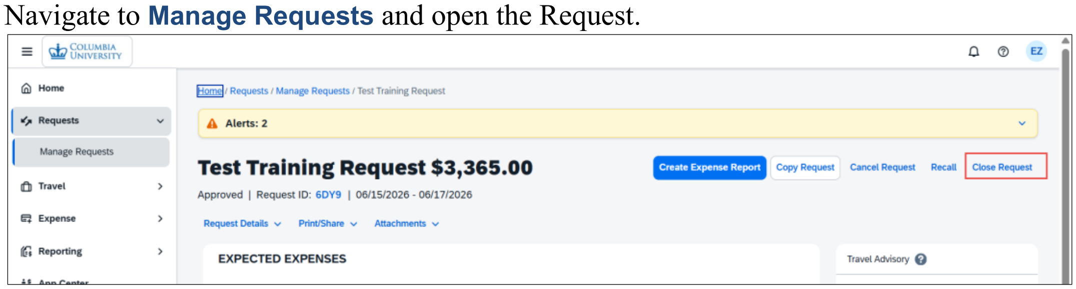


3. Type a **Comment** to explain why you are cancelling the Request and click **OK**.

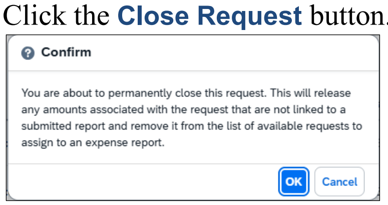
Closing a Request

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 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. Navigate to **Manage Requests** and open the Request.



2. Click the **Close Request** button. The Confirm dialog window appears.



3. Click **OK** to confirm.

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