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

2. Click **Expense** from the **Action** column.

3. Click the **Create Expense Report** button. The Request details are automatically associated with the new Expense Report.

4. Click **Report Details** and select **Report Header** to enter any missing information indicated by alerts. You can also edit the Report Header if you need to update the Departmental or ChartString information.

**Note:** You can also allocate your Expense Report to multiple ChartStrings. Refer to the [Allocating to Multiple ChartStrings](#) Concur Tip for instructions.
Importing a Request into an Expense Report


   ![Create New Report Screenshot]

2. Click the Create From an Approved Request link.

   ![Create From an Approved Request Window]

   The confirmation dialog window appears.

   ![Create From an Approved Request Confirmation]

   Go back Create From an Approved Request

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

   ![Available Requests Window]

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

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.

   ![Image of Concur interface]

   The Report Totals appears.

   ![Image of Report Totals]

   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. A personal check can either be deposited by the department using their Remote Deposit Capture (RDC) machine (if the department has one), bank mobile applications, or directly with the bank at a branch. Please contact sfsaccounting@columbia.edu for policy, bank account information, and detailed instructions including utilizing Bank of America CashPro mobile application on a cellphone to make check deposits.
**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. The list of Active Requests appears.

   ![Request List](image)

2. Click the link in the row to open the Request.

   ![Request Details](image)

3. Click the **Close/Inactivate Request** button.

**Getting Help**

Please contact the Finance Service Center

[http://finance.columbia.edu/content/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](https://columbia.service-now.com)