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 in 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.
   Or, you can click the row to open the Request.

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


2. Click the Create From an Approved Request link.

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

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

   ![Expense Report Image]

   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.
Submitting the Expense Report

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

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.

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