

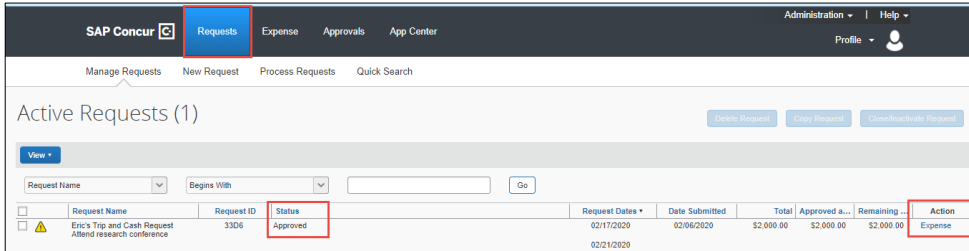
If you were required to submit a Pre-Trip Request, you will need to attach the approved Request to an Expense Report in order to be reimbursed for expenses. If you submitted a Travel/Cash Advance, you will need to attach the approved Request to an Expense Report in order to reconcile the advance.

### 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.

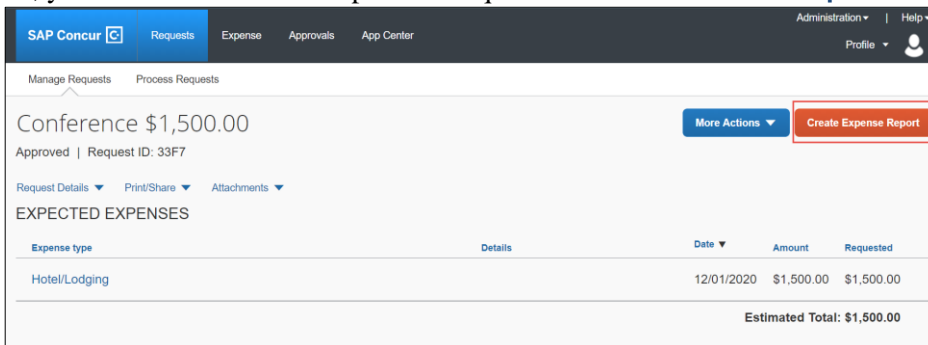
#### Creating an Expense Report from a Request

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.

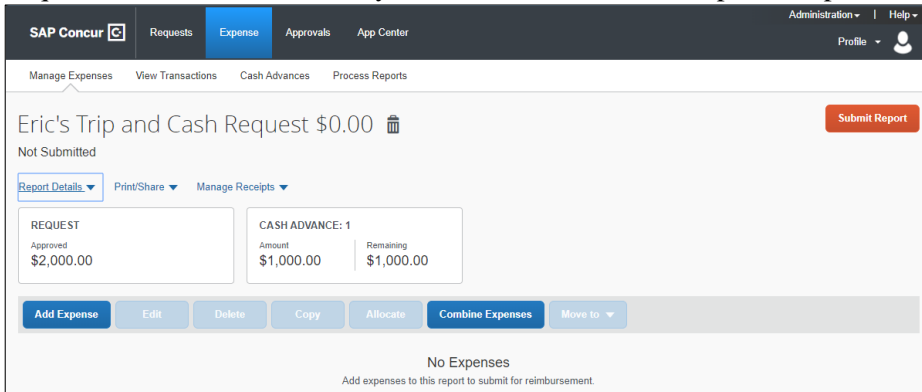


2. Click **Expense** from the **Action** column.

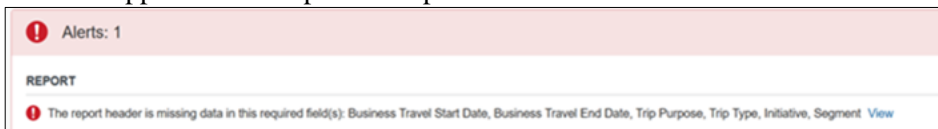
Or, you can click the row to open the Request and click the **Create Expense Report** button.



Request details are automatically associated with the new Expense Report.



3. Click **Report Details** and select **Report Details** to enter any missing information indicated in the missing field(s) alert that appears at the top of the report.



### Importing a Request into an Expense Report

1. After you have created an Expense Report, click **Report Details** and select **Manage Requests**.

The screenshot shows the SAP Concur interface for an expense report titled "Training Conference \$269.00". The report is in a "Not Submitted" state. A dropdown menu is open under "Report Details", and the "Manage Requests" option is highlighted. The background table shows expense items:

Type	Expense Type	Vendor Details	Date	Requested
Personal Credit Card	Daily Meal Per Diem	San Francisco, California	02/21/2020	\$57.00
Personal Credit Card	Daily Meal Per Diem	San Francisco, California	02/20/2020	\$58.00
Personal Credit Card	Daily Meal Per Diem	San Francisco, California	02/19/2020	\$39.00

The Requests window appears.

The "Requests" window is displayed, showing a list of requests. The "Add" button is highlighted with a red box. The text below the window reads: "No Request Added. Add a request to link with this report."

2. Click the **Add** button. The Available Requests list appears.

The "Available Requests" window shows a table of requests. The first request, "Eric's Trip and Cash Request", is selected. The "Add To Report" button is highlighted with a red box.

Request Name	Request ID	Start Date	End Date	Cancelled	Request Total	Approved	Rem:
Eric's Trip and Cash Request	33D6	02/17/2020	02/21/2020	No	\$2,000.00	\$2,000.00	\$2,000.00

3. Select the **Request** to be added and click **Add to Report**.

### Adding Expense Items to the Expense Report

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

The screenshot shows the top section of the Concur Expense Report interface. At the top left, there are three dropdown menus: 'Report Details', 'Print/Share', and 'Manage Receipts'. Below these are two summary boxes. The first box, labeled 'REQUEST', shows 'Approved' with an amount of '\$2,000.00'. The second box, labeled 'CASH ADVANCE: 1', shows 'Amount' as '\$1,000.00' and 'Remaining' as '\$1,000.00'. Below these boxes is a row of action buttons: 'Add Expense' (highlighted with a red box), 'Edit', 'Delete', 'Copy', 'Allocate', 'Combine Expenses', and 'Move to'. At the bottom of the interface, there are tabs for 'Receipt', 'Payment Type', 'Expense Type', and 'Vendor Details'.

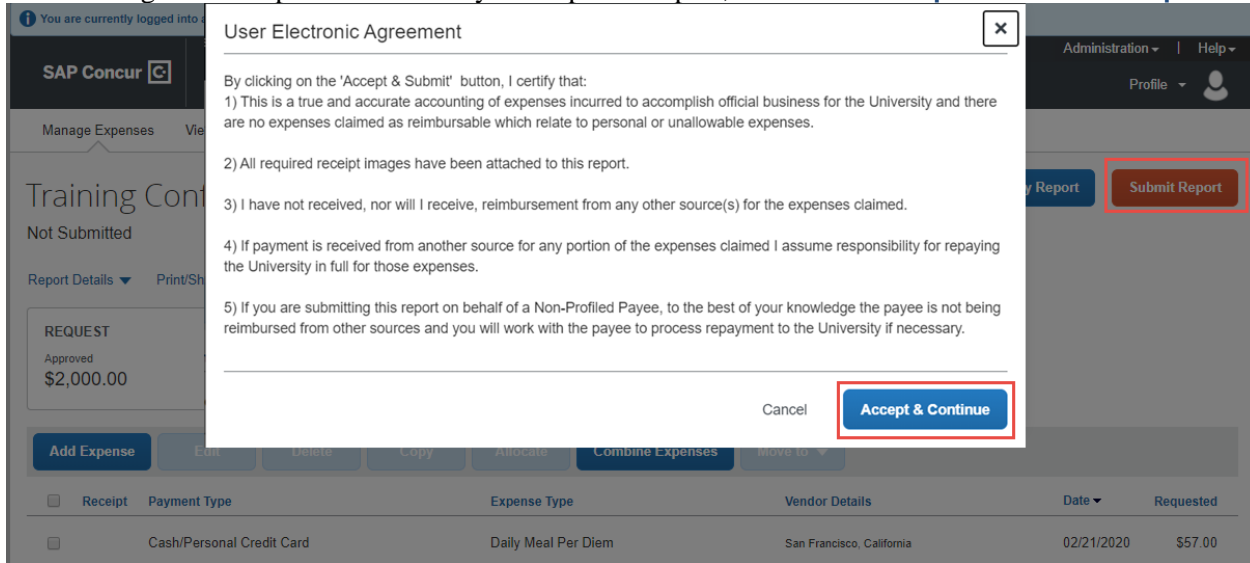
When you enter Expense Types that match with the items in your **Request**, the Request field displays the matching information.

The screenshot shows the 'Details' tab of the Concur Expense Report interface. The 'Expense Type' is set to 'Hotel/Lodging'. The 'Check-in Date' is '02/17/2020' and the 'Check-out Date' is '02/21/2020', resulting in 'Nights: 4'. The 'Transaction Date' is '02/21/2020' and the 'Trip Type' is 'Domestic'. The 'Purpose' is 'Conference' and 'Was a spouse/significant other/dependent present?' is 'No'. The 'Vendor Name' is 'Hyatt Hotels' and the 'Payment Type' is 'Cash/Personal Credit Card'. The 'Amount' is '1,200.00' and the 'Currency' is 'US, Dollar'. The 'Request' field is highlighted with a red box and contains the text '02/17/2020, \$1,200.00 - Eric's Trip an'. To the right of the form is a large red-bordered box with a plus sign icon and the text 'Attach Receipt Image'. At the top right of the interface, there is a 'Hide Receipt' button.

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**.



The Report Totals appears.



If you received a Cash Advance and did not use all of the funds, the amount you need to pay back to the University is indicated in Employee Pays.

2. Click **Submit Report**.

### 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>