How to submit an expense report

Log into UCD Access

Click on CU Resources and then Concur Travel & Exp.
Put your cursor over **Expense** and then click on **View Reports**

Here you will see a list of all your expense reports. If you click on the report you will be able to see the individual charges.
On the left hand side you will see all of the transactions. If you put your cursor over the green check mark on white you will see a copy of the receipt. If you put the cursor over the Pie chart you will see the speedtype where the charge is allocated.

If everything looks correct then you can submit the report to your supervisor by clicking on the button on the top right of the screen. If you have any questions or if there are inaccuracies on the report please don’t submit the report and email timothy.halliday@ucdenver.edu