

Travel Process: Expense Reconciliation

Trip Planning & Request

- ❖ Identify business need for UCSD Travel
- ❖ Apply for a T&E Card via Concur Request
- ❖ Create Travel Request
- ❖ Book trip accommodations via Concur Travel & download Concur Mobile App
- ❖ Register Guest Travelers & Travel Suppliers via Payment Compass

During UCSD Trip

- ❖ Pay with T&E Card
- ❖ Incur out-of-pocket expenses
- ❖ Retain all receipts OR upload receipt images into the Concur Mobile App (employees)

Expense Reconciliation

For all Travel related expenses:

- ❖ The Host or Delegate must prepare a Travel **Expense Report** to:
 - Reconcile T&E Card charges
 - Issue direct payment to Non-employee Payee (Guest Traveler)
 - Request reimbursement for out-of-pocket expenses