

**Concur Report Deadlines**

Due Date	Your Action	Implications of missing the deadline	Whose deadline & policy is this?	Additional Info
<b>The 5th of the month (e.g. Feb charges are due by Mar 5th)</b>	Send your receipts & PCard form to meexpense@colorado.edu (Or complete your Concur report & email to inform us this is ready for our review).	If this is not received by the deadline, we cannot guarantee that we'll be able to process your report on time.	ME Finance	
<b>Within 30 days of the transaction date</b>	PCard charges must be included on a report <b>within 30 days of the transaction date</b> for reconciliation. Did you get a system notification that says your report is ready for submission? If so, submit it. If you've not received that but you've already sent in your receipts & form or you've notified us that you completed your Concur report, we're working on reviewing and processing it. Look for emails from meexpense@colorado.edu or your finance contact. <b>Otherwise, we may be waiting on information from you to complete your report. (Have you requested a sales tax refund from a vendor? Do you owe CU money for overtyping, a personal charge on a CU-issued card? If so, you need to drop it off at our office.)</b> If there's no outstanding requests from us, <b>no action is needed on your part.</b>	You will receive an auto-notification from Concur. This is a reminder of the policy (30 days); there are no consequences.	Procurement Service Center (PSC)	
<b>Within 60 days of the transaction date</b>	If PCard charges/report are not submitted <b>within 60 days of the transaction date....</b> Follow the instructions in the above box. If you still don't understand why your report hasn't been submitted, reach out to meexpense@colorado.edu or your finance contact.	You will receive an email from Jon Sanders in Procurement. The first time you violate this deadline, you'll receive a warning. If a previous warning for unsubmitted transactions has been issued in the past, a <b>50-point violation</b> will be assessed for this instance. Your Procurement Card is suspended when <b>150 violation points</b> (or more) are incurred within a two-year period.	Procurement Service Center (PSC)	
<b>Within 90 days of the transaction date</b>	If PCard charges/report are not submitted <b>within 90 days of the transaction date....</b> Follow the instructions in the above box. If you still don't understand why your report hasn't been submitted, reach out to meexpense@colorado.edu or your finance contact.	You will receive an auto-notification from Concur. As of January 1, 2023, CU has a new policy to align with the IRS regulations, which includes the requirement to submit Procurement Card transactions in Concur within 90 days of the transaction date. Failure to maintain this timeline will result in the full amount being reported as <b>taxable income to the employee</b> . The Concur report does not need to be partially/fully approved within this time.	IRS Go to this link for the full info: <a href="https://www.cu.edu/blog/psc-communicator/get-ready-business-expense-substantiation-tax-implications">https://www.cu.edu/blog/psc-communicator/get-ready-business-expense-substantiation-tax-implications</a>	The Concur report does not need to be partially/fully <b>approved</b> within 90 days. For example, if the AO has questions and returns the report to the employee, and the employee resubmits it, then <b>the first submit date</b> will be used to determine substantiation timeline.

**Travel/Reimbursement Deadlines**

Due Date	Your Action	Implications of missing the deadline	Whose deadline & policy is this?	Additional Info
<p><b>The 5th of the month (e.g. March charges are due by April 5th)</b></p>	<p>Send your receipts &amp; Travel/Personal Reimbursement form to meexpense@colorado.edu (Or complete your Travel/Personal Reimbursement report &amp; email to inform us this is ready for our review).</p>	<p>If this is not received by the deadline, we cannot guarantee that we'll be able to process your report on time.</p>	<p>ME Finance</p>	<p>Finance team: If there are any transactions (airfare, hotel, conference registration, etc) for a trip which has not yet occurred, create a Travel Expense Report for the trip, including the trip start/end dates in the report header, and assign the individual aging transaction(s) to that report for <b>future submission, after the trip concludes.</b></p>
<p><b>Within a month/30 days of submitting receipts and forms</b></p>	<p>Did you get a system notification that says your report is ready for submission? If so, submit it. If you've not received that but you've already sent in your receipts &amp; form or you've notified us that you completed your Concur report, we're working on reviewing and processing it. Look for emails from meexpense@colorado.edu or your finance contact. <b>Otherwise, We may be waiting on information from you to complete your report (approved Travel Authorization, receipts, mileage info/address, etc).</b> If there's no outstanding requests from us, no action is needed on your part.</p>			
<p><b>Within 90 days of the travel end date for Travel Expenses / Within 90 days of the expense purchase date (the date the expense was incurred) for Personal Reimbursement</b></p>	<p>All expenses must be submitted <b>within 90 days of the travel end date for Travel Expenses / within 90 days of the expense purchase date (the date the expense was incurred) for Personal Reimbursement.</b> If Travel Expense/Personal Reimbursement charges/report are not submitted <b>within 90 days of the travel end date/the expense purchase date....</b> Follow the instructions in the above box. If you still don't understand why your report hasn't been submitted, reach out to meexpense@colorado.edu or your finance contact.</p>	<p>You will receive an auto-notification from Concur (only if it is travel card charges in Concur). As of January 1, 2023, CU has a new policy to align with the IRS regulations, which includes the requirement to submit Travel expenses/Personal Reimbursement expenses in Concur within 90 days of the travel end date/the expense purchase date. Failure to maintain this timeline will result in the full amount being reported as <b>taxable income to the employee.</b></p>	<p>IRS Go to this link for the full info: <a href="https://www.cu.edu/blog/psc-communicator/get-ready-business-expense-substantiation-tax-implications">https://www.cu.edu/blog/psc-communicator/get-ready-business-expense-substantiation-tax-implications</a></p>	<p>It is unlikely that there would be purchases after the travel end date. However, if there are any transactions related to the travel after the travel end date, the last expense purchase date would be the start of the 90 days. The Concur report does not need to be partially/fully <b>approved</b> within 90 days. For example, if the AO has questions and returns the report to the employee, and the employee resubmits it, then <b>the first submit date</b> will be used to determine substantiation timeline. If travel expenses such as airfare, booking hotel, conference registration fee are paid months before the travel start date, it does not start aging until your travel ends. Your travel end date is still the start of your 90 days. (Example: Your hotel was booked on a personal or TCard on 1/1/23. Your travel ended on 3/1/23. The hotel expense will start to age on 3/1/23; your 90 days start on your travel end date of 3/1/23.)</p>