

From: [Jon Epes](#)
To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] Reminder: Submit Concur "Available Expenses" ASAP
Date: Thursday, June 1, 2023 10:12:41 AM
Attachments: [ATT00001.txt](#)

Hello PCBO Community,

This is a reminder to submit any 22/23 outstanding travel expense reports ASAP.

Travel Office will be sending reminders to your travelers that have pending unassigned transactions in Concur, aka "Available Expenses." These expenses must be attached to a travel expense report, submitted, and **in Travel Office's queue by June 16.**

- To submit an expense report, click on the approved travel request in Concur and then click "create expense report," attach the available expenses to that report, and submit.
- If it has been more than 60 days since the end of the trip and an expense report was not submitted for the trip, the department must complete and attach a Travel Exception Request to the expense report. <https://adobesigndynamicworkflow.csusm.edu/travel>
- If there are airfare charges in your Concur profile under "Available Expenses" where the **travel occurs next fiscal year**, please still assign them to an expense report, just don't submit the expense report until after the trip.

Please reach out to traveloffice@csusm.edu with any questions about *Concur or submitting expense reports*, and please reach out to accounting@csusm.edu with any questions about *travel accruals*.

Thank you and have a great summer!

-CSUSM Travel Office



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