

CMCI Employee Non-Travel Reimbursement Procedures

For each expense reimbursement request, please provide:

1. Itemized receipts for all transactions regardless of the amount
 - a. For events with less than 10 attendees - names and affiliations
 - b. For events with 10 or more attendees – groups, i.e. 2 faculty, 10 students, 3 business guests etc.
2. Business purpose for the transaction (how this purchase benefits the University of Colorado)
3. Speedtype to charge the expense to (if unsure of the speedtype, please check with supervisor)

How to submit reimbursement information:

1. Upload your receipts to Concur.
 - a. Log on to Profile > Expense > Scroll down > Upload new receipt OR
 - b. Install the Concur App for smartphone and capture receipts with your camera OR
 - c. Email receipts directly to us at cmcifinance@colorado.edu
2. Fill out the [Employee Reimbursement Request Form](#) with all the necessary information.
3. A member of the Finance Team will create a Reimbursement Report on your behalf. You will receive notification upon its completion. Review this report for any discrepancies.
4. Submit the report for approval in Concur.

Things to remember:

>> Before making a purchase, be sure it is an allowable expense (see [sensitive expenses](#)).

>> Always ask for itemized receipts for your purchases.

>> Expenses do not have to be tax exempt since they are incurred on your personal card

>> All reimbursements should be requested within **60 days** of purchase.

Questions? Contact us anytime at cmcifinance@colorado.edu

Additional resources:

[Payment Status: Looking Up Employee Reimbursements in Concur](#)