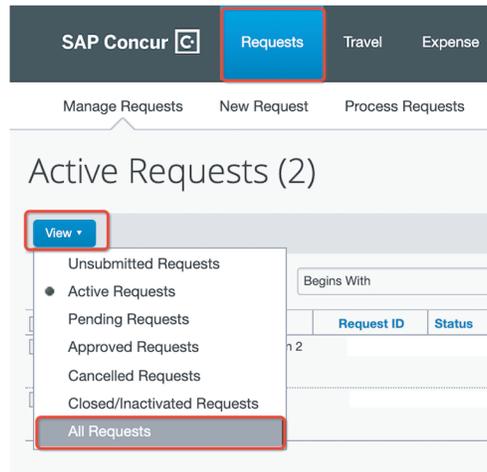


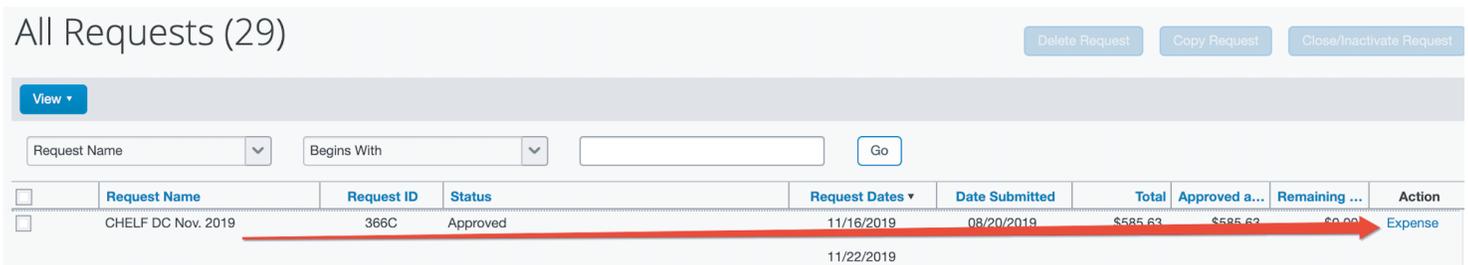
How to Expense a Cancelled Trip in Concur

Adding a Credit Card Transaction from Available Expenses:

1. To begin, locate the Request from the Request tab.
2. Only recent Requests are displayed automatically in the list. You may need to select View > All Requests to find the Request.



3. Click the Expense link in the Action column on the right.



4. Proceed with creating an expense report. Be sure to include all expenses related to the cancelled trip, including any credit card charges/refunds/credits. [Click here](#) for a guide on how to add credit card transactions to an expense report.
5. If you don't see the Expense hyperlink, it could mean that the Request has been closed/inactivated. If this is the case, you will need to create a new Request.*
 - o *Note: level 1 approval may be required because the system is configured to require additional approval on short-notice trips.
6. If you need to be reimbursed for anything that was not refunded, add the expenses to your expense report and [submit this form](#).

Please note: Fees are charged per expense report. Additional expense report/trip fees will be waived for COVID-19 refunded tickets. Email kevin.ballard@admin.utah.edu after submitting an expense report to obtain a refund, if applicable.