From: PCBO Subscription
To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] Updated Feature: Concur Travel Expense Reports
Date: Thursday, March 12, 2026 5:04:17 PM
Attachments: image002.png
ATT00001.txt

Updated Feature: Concur Travel Expense Reports

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Sent on behalf of: Travel Office

Hello PCBO!

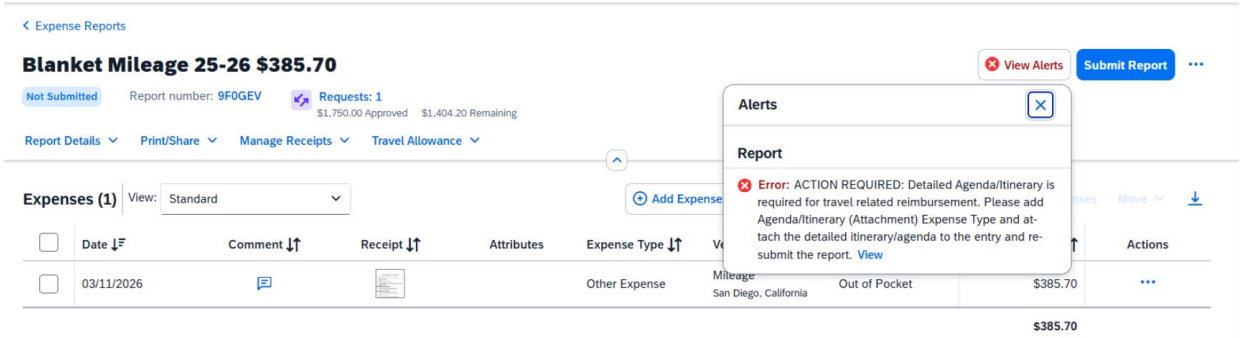
The Travel Office would like to share news about a new addition to Concur that will impact all travel expense reports.

Conference agendas must now be attached as an **EXPENSE TYPE**:

1. From your **Expense Report**, select **Add Expense** and select "**Manually Create Expense**."
2. Scroll down to **Other** and select **Agenda/Itinerary (Attachment)**.
3. Upload the agenda or a similar document, then save.

This feature was created to ensure that all expense reports include an agenda.

The alert below is what you will see if this step is not completed. **You will not be able to submit the report until it has been completed**.



Thank you for learning along with us!
Travel Office