



## SUBMITTING YOUR EXPENSE REPORTS

Individuals requesting reimbursement, and Procurement Card cardholders, must personally submit expense reports (employee reimbursement/procurement card) to their approvers.

### How do you know you need to SUBMIT?

You receive an email, "Report Ready for Submission," from [AutoNotification@conkursolutions.com](mailto:AutoNotification@conkursolutions.com).

Or... your delegate tells you a report is ready for you to submit.

### Where do you go?

Use the link in the email or open your internet browser to the myCU portal ([my.cu.edu](http://my.cu.edu)).

Log in using the same credentials used to access your campus network.

Click Expense System from the list of links in the upper left of the my.CU home page.

### What do you do?

In your Active Work box, click the appropriate report. In the report, click Submit Report (upper right).

When the Final Review window appears, click Accept & Submit (lower right).

(If the Approval Flow window appears, click Submit Report again.)

When you see Report Submit Status, click Close (lower right). You are done.

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