Concur Fiscal Year End

Important deadlines in Concur

6/6/25

FY25 Expense Reports and Pcard Statements Due*

6/11/25

Able to submit FY**26** Expense Reports

*5:00 pm, CST deadline

- # 6/6/25 deadline in Concur
  - FY25 Concur reports must complete final workflow approvals by 5pm CST, Friday, 6/6/25
    - Deadline Includes
      - Travel Expense Reports
      - Non-Travel Reimbursement
      - Student Reimbursements
      - Guest Reimbursements
      - Pcard Statements for charges posted in FY25
  - **It is the department's responsibility to ensure approvals are completed by deadlines**

- ## Fiscal year determined by
  - Dates of travel
  - Date of purchase for Goods
    - All PCard transactions posted in May will be recorded in FY25
  - Year End cutoff is 5/31/25, therefore
    - If traveled 5/25/25 – 5/31/25, expenses are FY25
    - If traveled 6/1/25 – 6/3/25, expenses are FY26
      - If travel bridges fiscal years, the year with the most travel dates determines the fiscal year
        » If equal number of days in each year, record in FY25

- **Concur Audit Rules**
  - Report Type = TCU Travel Expenses
    - Requires Business Travel Start and End Dates
      - Concur will not allow submission of report before Business Travel End Date
    - Conference Registration Fees should be included on TCU Travel Expenses Report Type
      - Do not use Non-Travel Reimbursement Report Type

- 6/11/25 = Date Cost Object Approvers can begin approving FY26 Expense Reports in Concur
  - **For FY26 expense reports, the COA should not approve prior to 6/11/25**
  - If the COA approves FY26 expense reports prior to 6/11/25, expenses will be recorded in FY25
    - Requests to journal expenses to FY26 *will not* be granted

- Recommendations
  - Request Travel and/or PCard if concerned with delay in FY26 processing
  - Submit FY25 expense reports timely after returning from travel or for non-travel purchases made
  - Refer to "How to Identify Status of Concur Submissions" guide on Concur Travel & Expense webpage
    - https://finance.tcu.edu/contracts-procurement-travel/travel-expense/index.php
      - Guide found under Related Links section

- ## Recommendations
  - Attend Concur Support Drop In Sessions
  - Hosted by Leslie Bast, Alexis Trejo and Sarah Davis, Financial Services
    - 9am – 3pm
    - Room 1003 in The Harrison Administration Building
  - Dates
    - Monday, 4/28/25
    - Tuesday, 5/13/25

- ## Concur Support Drop In Sessions Information
  - This is in person assistance, not training
  - Users should bring laptop if able, and ensure all receipts are in Concur
  - AP can demonstrate how to create reports, but will not create reports for users
  - Please review the Getting Started with Concur resources on the Finance & Administration webpage, and complete your profile setup prior to attending drop in sessions
    - https://finance.tcu.edu/contracts-procurement-travel/travel-expense/get-started-concur.php
  - Sessions are to provide assistance, feedback regarding Concur should be sent to Concur@tcu.edu

- Sessions will be first come, first served

Concur Year End Resources

https://finance.tcu.edu/contracts-procurement-travel/travel-expense/index.php

Questions

concur@tcu.edu