



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





Concur Fiscal Year End

- 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**



Concur Fiscal Year End

- 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



Concur Fiscal Year End

- 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



Concur Fiscal Year End

- 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 Fiscal Year End

- **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>

Accounting & Financial Services

Budget & Financial Planning

Contracts, Procurement & Travel

Facilities

Travel & Expense

Home > Contracts, Procurement & Travel Services > Travel & Expense

Concur Travel & Expense

TCU uses Concur to make managing your travel and expenses as simple as possible. It offers a suite of tools and services including online booking and expense management. We also have a dedicated travel agent through Anthony Travel, as well as agents who are accessible 24/7; convenient mobile apps; and university credit cards. Our goal is to provide the University with safety, service, and savings.

Getting Started with Concur

Managing Expenses in Concur

Student, Guest, and Pcard Expenses

Concur Drop In Sessions!

Related Links

- [How to Identify Status of Concur Submissions](#)
- [Concur Terminology Reference Guide](#)
- [Frequently Asked Questions](#)
- [Concur Intelligence Reporting](#)

Concur Login

Concur Questions?

If you need additional information about



Fiscal Year End Questions

Questions

concur@tcu.edu