

Chemical Engineering Guide for Reimbursements Through Concur

Travel/Entertainment Steps

1. Login to CONCUR with your UCSB Net ID Email: www.concursolutions.com
2. Contact chereimbursements@chemengr.ucsb.edu to ask which delegate to add to your profile as a delegate preparer. This is a one-time step.

Please find a short video below for additional guidance on how to set up delegates in your profile:

- [How to Add a Delegate](#)

3. Create an Expense Report if your trip/event has already occurred by clicking on the Expense Tile.
4. Create an Expense Request if you need a travel advance by clicking on the Request Tile.
5. Notify ChE Staff at chereimbursements@chemengr.ucsb.edu before you submit. Staff will review for compliance and completion.
6. Submit a report ONLY after being notified to do so.

Business Expense Steps (For Miscellaneous Reimbursements)

1. Login to CONCUR with your UCSB Net ID Email: www.concursolutions.com
2. Contact chereimbursements@ucsb.edu to ask which delegate to add to your profile as a delegate preparer. This is a one-time step.

Please find a short video below for additional guidance on how to set up delegates in your profile:

- [How to Add a Delegate](#)

3. Create an Expense Report by clicking on the Expense Tile.
4. Notify ChE Staff at chereimbursements@chemengr.ucsb.edu before you submit. She will review for compliance and completion.
5. Submit a report ONLY after being notified to do so.

Reimbursement requests sent via email to chereimbursements@chemengr.ucsb.edu will continue to be accepted. Please note you will still need to add a delegate to your profile as a delegate preparer if you have not done so already.

If you are unable to login to Concur, please contact chereimbursements@chemengr.ucsb.edu