

Chemical Engineering Guide for Reimbursements Through Concur

Travel/Entertainment Steps

1. Login to CONCUR with your UCSB Net ID Email: www.concursolutions.com
2. Add Andrea Palmerin del Toro 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 Andrea at andrea_palmerin@ucsb.edu before you submit. She will review for compliance and completion.
6. Submit a report ONLY after Andrea notifies you to do so.

Business Expense Steps (For Miscellaneous Reimbursements)

1. Login to CONCUR with your UCSB Net ID Email: www.concursolutions.com
2. Add Andrea Palmerin del Toro 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 Andrea at andrea_palmerin@ucsb.edu before you submit. She will review for compliance and completion.
5. Submit a report ONLY after Andrea notifies you 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 Andrea Palmerin del Toro to your profile as a delegate preparer if you have not done so already.

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