

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 chetraavel@engineering.ucsb.edu to determine which Travel Coordinator 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 Travel at chetraavel@engineering.ucsb.edu before you submit. We will review for compliance and completion.
6. Submit a report ONLY after a ChE Travel Coordinator 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. Contact chereimbursements@engineering.ucsb.edu to determine which Reimbursement Coordinator 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 Reimbursements at chereimbursements@engineering.ucsb.edu before you submit. We will review for compliance and completion.
5. Submit a report ONLY after a ChE Reimbursement Coordinator notifies you to do so.

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

If you are unable to login to Concur, please contact chetraavel@engineering.ucsb.edu or chereimbursements@engineering.ucsb.edu