The department number I have been told to use for my expense report is not in the system. What do I do?

Most University department numbers are in Concur. There are some exceptions; if you are paying for travel on a grant or contract, a budget must exist for domestic or international travel in order for you to select it on an expense report. If that is the case, please contact your grant specialist.

Not all departments are visible to all users at all times. If you cannot see the department number, it is most likely because you have never used that department number before. To select the department number, open the report header.

You will see the Department Field. Click anywhere in that field. You will see a box similar to the one below appear. Yours will have different option(s) showing, depending on what department number(s) you have used in the past.

If you want to use a department number showing in the list, simply click on the department number in the dropdown. It will put that number into the box.
If you want to use a department number that is not showing in your list, click in the box and start typing the department number slowly. As you type, it will begin to show you a list of department numbers that match what you are typing.

Once the list is short enough to show the department number you want, click on the department number in the list. (Note: typing it completely in the box does NOT select the department number). Once you see it in the box, including the department name, you have correctly selected the department.