

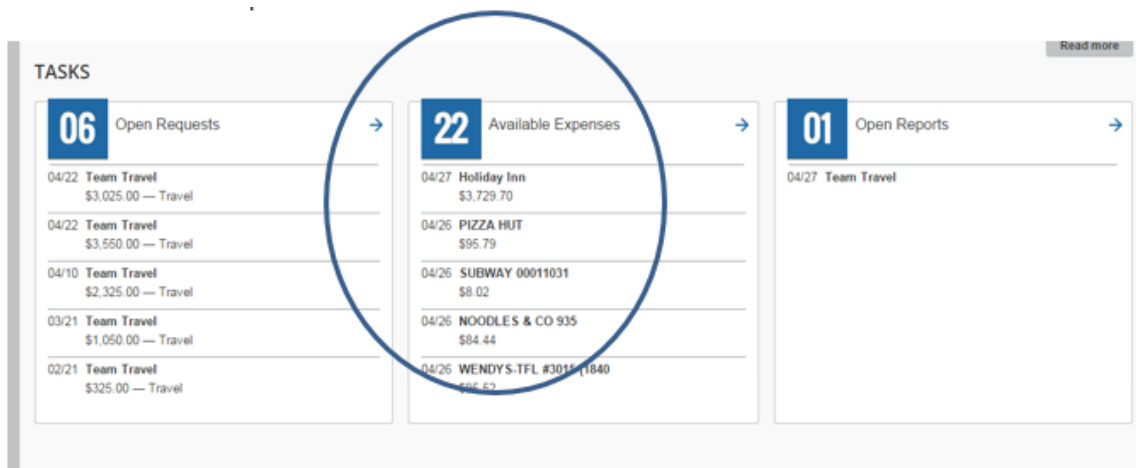


Travel Card charges must be allocated to an Expense Report in order to be reconciled and charged back to the budget. Wait until all Travel card charges pertaining to a travel come into Concur and are applied to an Expense Report before you submit the report. You can begin an Expense Report and apply the charges later as long as you don't submit the report.

Remember – always start an Expense Report **from an approved Request** by clicking on the Request name to open the Request and then clicking on the “Create Expense Report” blue button at the top right-side of the Request.

If you pay a conference fee and airline reservations more than 30 days before the travel, you should reconcile these prepaid expenses to an Expense Report and submit it so that these charges post to the budget in a timely manner. When you return from your trip, you can submit a second Expense Report with your additional expenses. You can delegate multiple Expense Reports to 1 Request as long as you do not close/inactivate the Request.

When you log on to Concur's home page – you will see Travel card expenses as well as e-Receipts under MY TASKS - Available Expenses block



Click on Available Expenses – this screen shows you all of the available Travel Card charges that need to be applied to an Expense Report. Travel Cards have an orange icon under Source.



The screenshot shows a table titled "Available Expenses" with a dropdown menu set to "All Corporate and Personal Cards". The table has columns for "Card Program Type", "Expense Detail", "Expense", "Source", "Date", and "Amount". A "Move" dropdown menu is circled in blue. A checkbox in the first column of the second row is also circled in blue.

<input type="checkbox"/>	Card Program Type	Expense Detail	Expense	Source	Date	Amount
<input type="checkbox"/>		ALAMO RENT ACAR TOLLS 87...	Tolls/Road Charges		12/07/2014	\$4.95
<input type="checkbox"/>		CHIPOTLE 0968 BOARDMAN, OH	Undefined		02/08/2015	\$46.65
<input type="checkbox"/>		MCDONALD'S F10404 YOUNGS...	Dinner		02/09/2015	\$4.03
<input type="checkbox"/>		MCDONALD'S F10404 YOUNGS...	Dinner		02/09/2015	\$-4.03
<input type="checkbox"/>		Enterprise Los Angeles, CA	Car Rental		03/14/2015	0.00
<input type="checkbox"/>		Enterprise Los Angeles, CA	Car Rental		03/14/2015	0.00

If you have an existing report to import the Travel Card charges to – you can either click on the report name to open it up and follow the directions below (From within the report) or click on the box to the left of the charge(s) then click the blue Move drop-down box. Your existing list of reports will appear. Click on the correct report in order to move the travel card charge to that report.

You will then need to click on the Expense Report to open it up. You will likely need to click on the travel card expense and choose an expense type and save. Attach the receipt and submit the report as usual.

If you do not have an existing Expense Report – create the Expense Report by opening the Request and clicking on “Create Expense Report”.

From within the report – go up to the blue Available Expenses and click on it – all Available Expenses show up in the right-hand pane (travel card charges have orange icon). Click the box to the left hand side of the expense detail. Then click on the Move drop-down and choose Current Report to append to the existing report. The Expenses will now appear in the left-hand expense side of the report.

The screenshot shows the "Team Travel" interface with a sub-window titled "Available Expenses". The sub-window contains the same table as the previous screenshot. A "Move" dropdown menu is circled in blue. A checkbox in the first column of the second row is also circled in blue.

<input type="checkbox"/>	Card Program Type	Expense Detail	Expense	Source	Date	Amount
<input type="checkbox"/>		ALAMO RENT ACAR TOLLS 877-8601284...	Tolls/Road Charges		12/07/2014	\$4.95
<input type="checkbox"/>		CHIPOTLE 0968 BOARDMAN, OH	Undefined		02/08/2015	\$46.65
<input type="checkbox"/>		MCDONALD'S F10404 YOUNGSTOWN, OH	Dinner		02/09/2015	\$4.03
<input type="checkbox"/>		MCDONALD'S F10404 YOUNGSTOWN, OH	Dinner		02/09/2015	\$-4.03
<input type="checkbox"/>		Enterprise Los Angeles, CA	Car Rental		03/14/2015	0.00
<input type="checkbox"/>		Enterprise Los Angeles, CA	Car Rental		03/14/2015	0.00
<input type="checkbox"/>		FOUR HOUSE CAMPFIELD, OH	Undefined		03/19/2015	\$10.29
<input type="checkbox"/>		OHIO TURNPIKE BEREA, OH	Tolls/Road Charges		04/23/2015	\$22.00
<input type="checkbox"/>		SUNOCO 0443374403 GPS CLYDE, OH	Fuel		04/23/2015	\$100.00

You will likely need to click on the travel card expense and choose an expense type and save. Attach the receipt and submit the report as usual.