



# Essential Tips & Tricks to Optimize Concur

Concur Procurement Reconciliation

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Jessica Croom



# Agenda

## PROCUREMENT

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1

Re-Cap Types of Concur Expense Reports

2

P-Card Basics: Tips and Tricks

3

Preparation

4

AFIT Chart: Expense vs. Itemization

5

Common Pitfalls

6

Networking Activity, Quiz, Q & A

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1

## Types of Concur Expense Reports

How many types of  
*Concur Expense  
Reports are there?*

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# Types of Concur Expense Reports \*

## *How many campuses are on Concur?*



*19 Campuses on the Single-Instance of Concur  
Chancellor's Office Version*



*4 Campus' on a Campus Specific Instance*

*CSU Business Conference 2025 Announced that for shared services: Concur will roll-out to the remaining 4 Campuses. Timeline TBD.*

*CSUF is on a Campus-Specific Instance*

### Concur - Single Instance

- Bakersfield
- Chancellor's Office
- Chico
- Dominguez Hills
- Humboldt
- Los Angeles
- Maritime
- Sacramento
- San Francisco
- San Luis Obispo
- San Marcos
- Sonoma
- Transition In Progress...
  - Channel Islands
  - Monterey Bay
  - San Diego

### Concur - Campus Specific Instance

- Fresno
- Fullerton
- Pomona
- San Bernardino
- Stanislaus

### Other Solutions

- East Bay
- Long Beach
- Northridge
- San Jose

# Types of Concur Expense Reports \*

*How many types are there?*

- 
- 1 Travel Report
  - 2 P-Card Travel for Others
  - 3 Blanket Travel
  - 4 P-Card Expense Report
- 
-  3 Types of Travel Expense Reports
-  1 P-card Expense Report

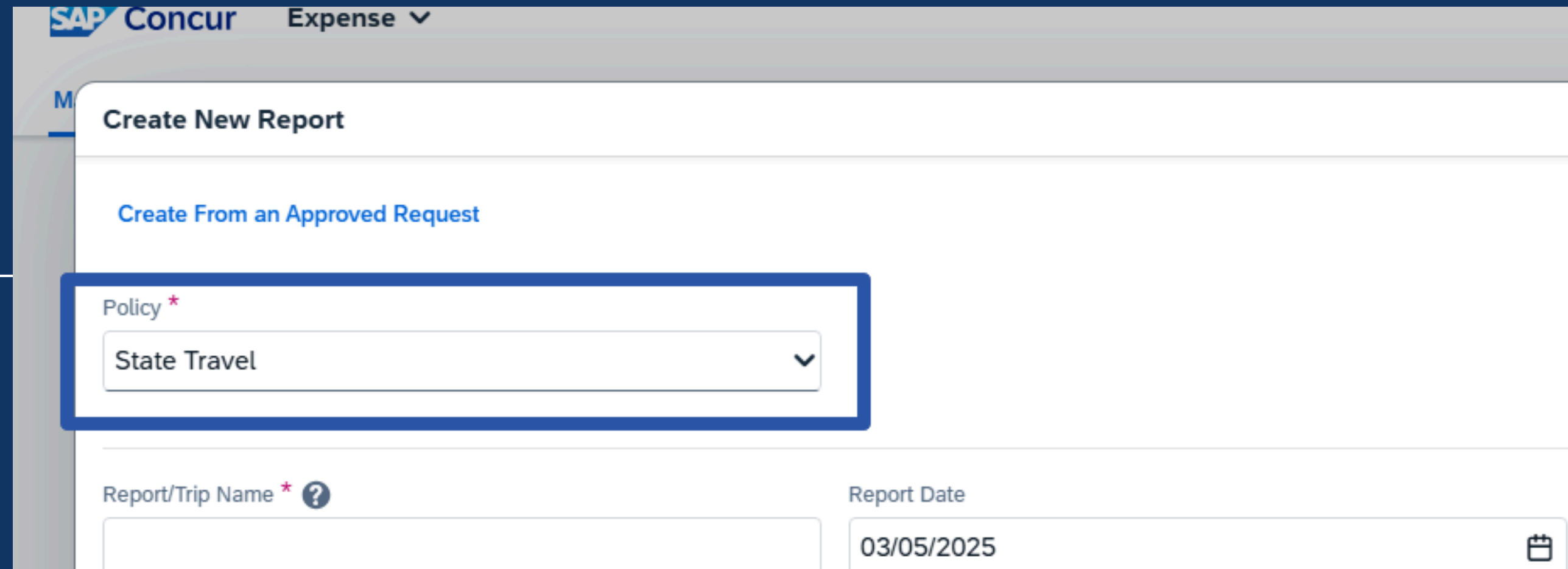
# Types of Concur Expense Reports \*

*How many types are there?*

1

Travel Report

When do I use this?



The screenshot shows the SAP Concur Expense report creation interface. The page title is "SAP Concur Expense". Below the title, there are two main options: "Create New Report" and "Create From an Approved Request". A blue box highlights the "Policy" dropdown menu, which is currently set to "State Travel". Below the policy dropdown, there are two input fields: "Report/Trip Name" with a red asterisk and a help icon, and "Report Date" with the value "03/05/2025" and a calendar icon.

A. To Reconcile your Travel Expense or someone else's as a delegate

B. ***If you are a Traveler with a P-Card***—use your P-Card to procure (Hotel, Taxis, Airfare, etc.) **for yourself.** These charges will be reconciled on your own Travel Expense report.

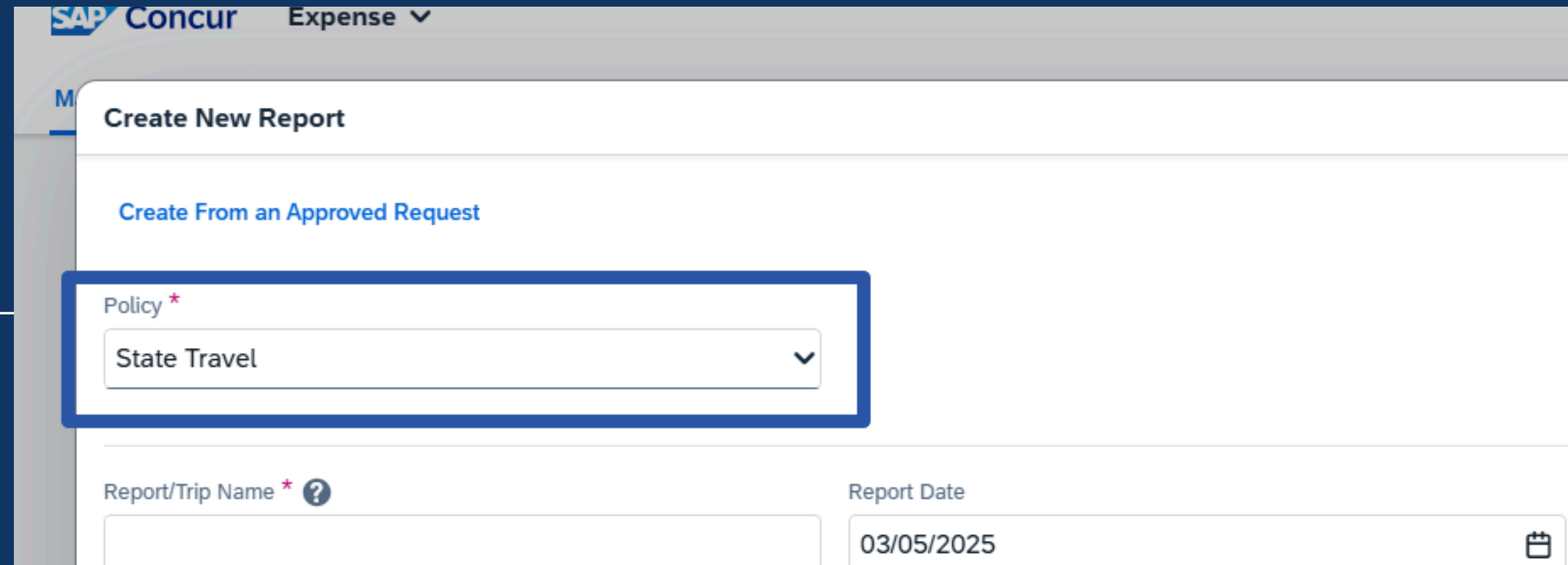
# Types of Concur Expense Reports ✱

*How many types are there?*

1

Travel Report  
Naming Convention

How do I use this?



The screenshot shows the SAP Concur Expense 'Create New Report' interface. The 'Policy' dropdown menu is highlighted with a blue border and contains the text 'State Travel'. Below it, the 'Report/Trip Name' field is empty, and the 'Report Date' is set to '03/05/2025'.

Example for **Domestic Travel**: Sep 2025 San Diego, CA  
Month Year Destination (City, State)

Example for **International Travel**: Sep 2025 France  
Month Year Destination (Country)

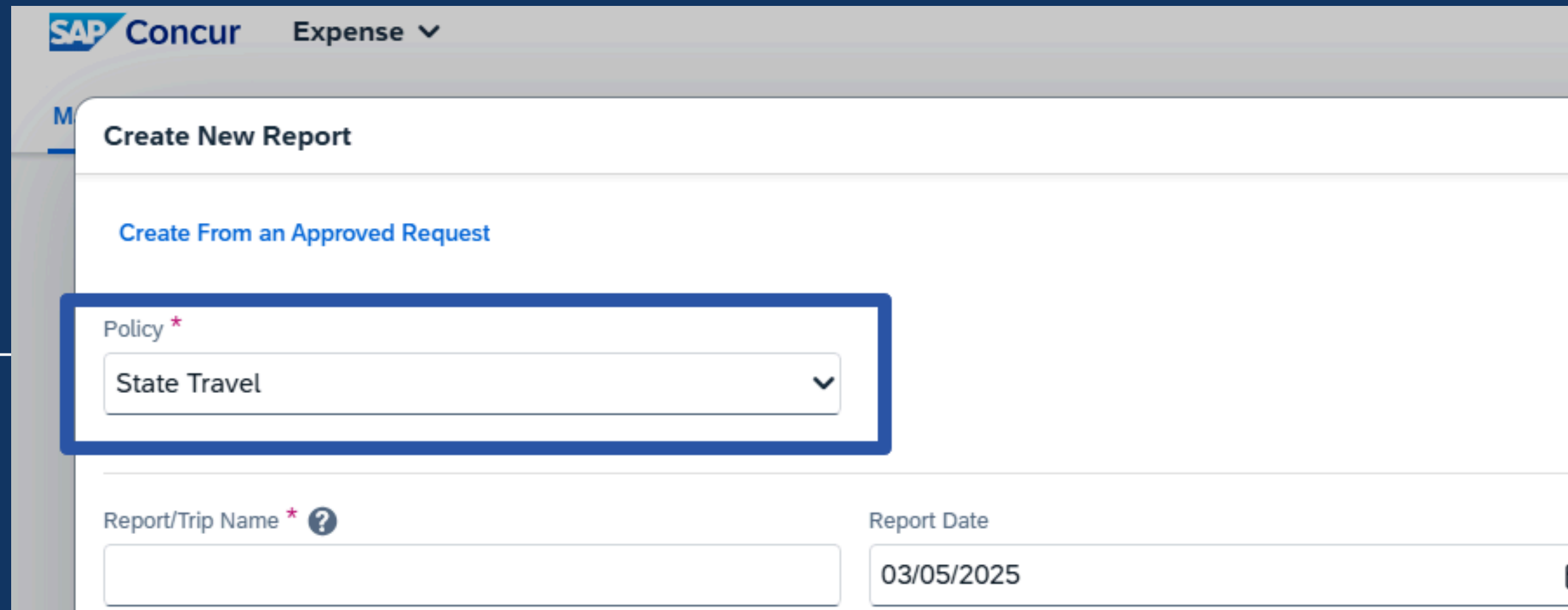
# Types of Concur Expense Reports \*

## *How many types are there?*

2

P-Card Travel for Others

When do I use this?



The screenshot shows the SAP Concur Expense report creation interface. The page title is "SAP Concur Expense". The main heading is "Create New Report". Below this, there is a link "Create From an Approved Request". A dropdown menu for "Policy" is highlighted with a blue border, showing "State Travel" as the selected option. Below the policy dropdown, there are two input fields: "Report/Trip Name" with a red asterisk and a help icon, and "Report Date" with the value "03/05/2025".

***As a P-Card Holder*** –if you use your P-Card to procure (Hotel, Taxis, Airfare, etc.) ***for others***, you will reconcile the expenses into this Travel Category.

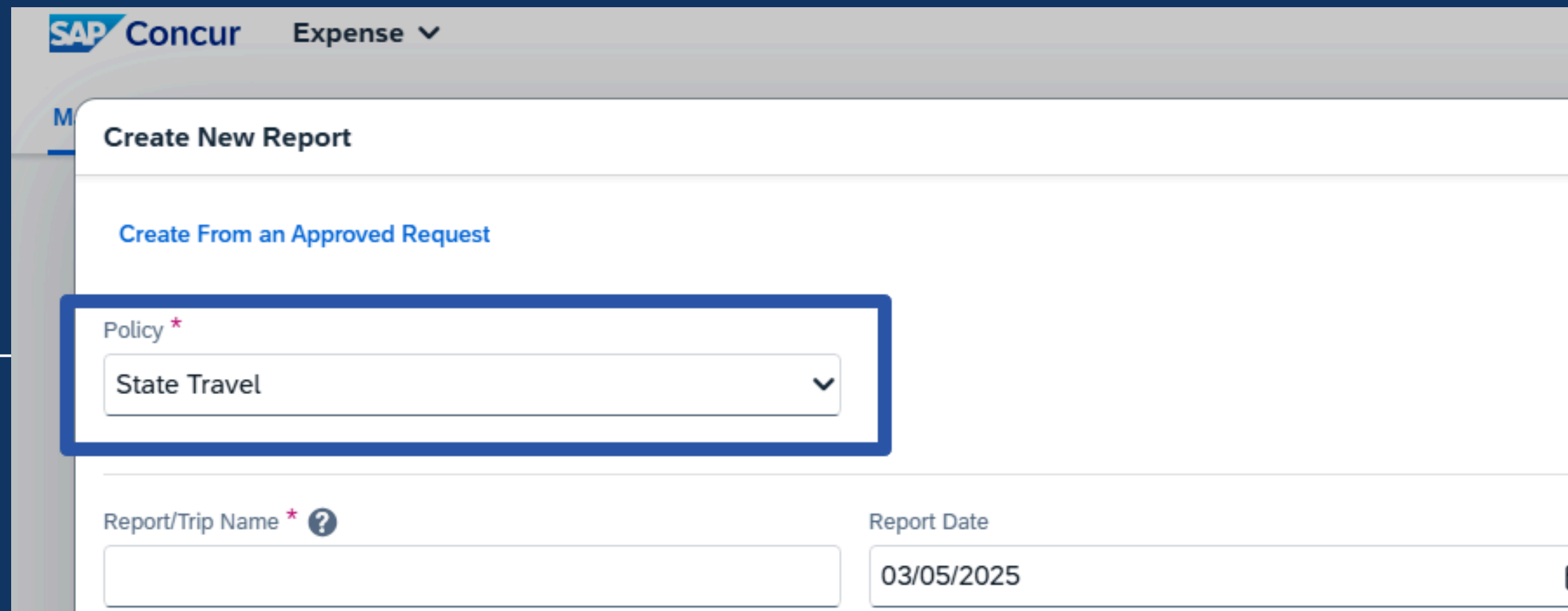
# Types of Concur Expense Reports \*

## *How many types are there?*

2

P-Card Travel for Others  
Naming Conventions

How do I use this?



The screenshot shows the SAP Concur Expense report creation interface. The page title is 'SAP Concur Expense'. Below the title, there is a 'Create New Report' section with a link 'Create From an Approved Request'. A dropdown menu for 'Policy \*' is highlighted with a blue border, showing 'State Travel' as the selected option. Below this, there are two input fields: 'Report/Trip Name \* ?' and 'Report Date'. The 'Report Date' field contains the value '03/05/2025'.

*Use P-Card Billing Cycle Dates*

***Naming Convention for Pcard Travel Expense Report:***

- *Pcard Travel Month Year*
- *Example: Pcard Travel Sep 2023*

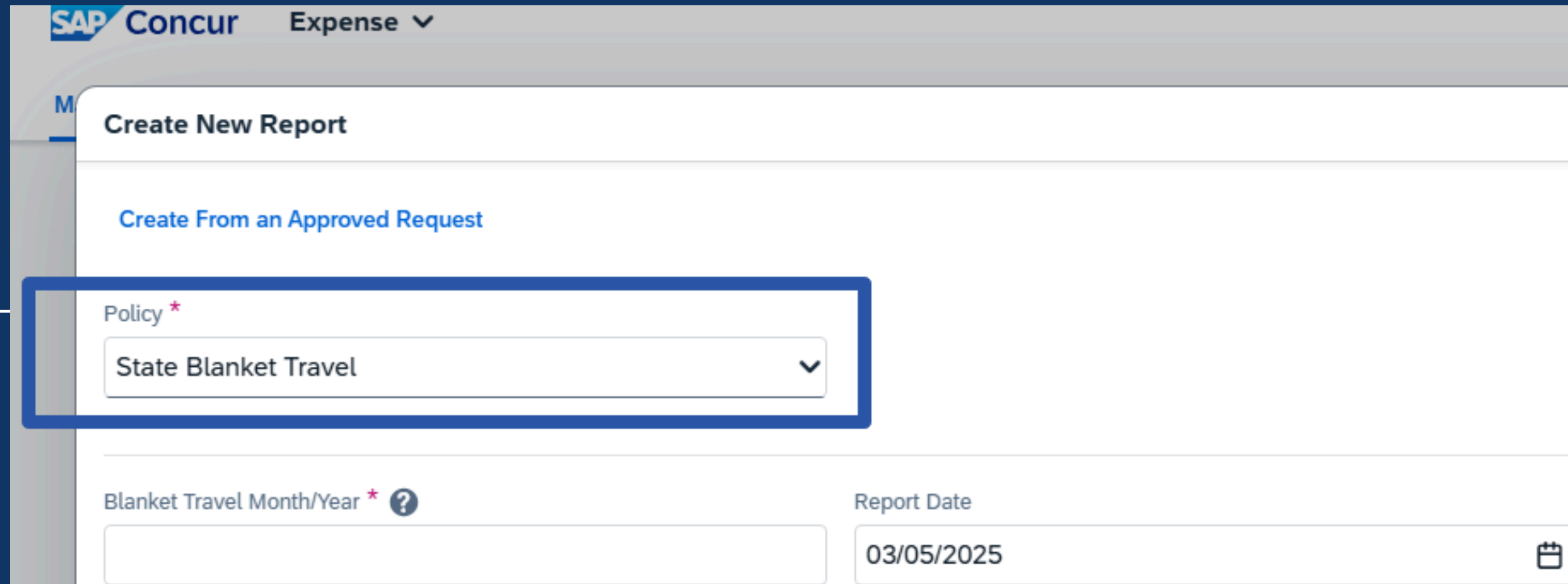
# Types of Concur Expense Reports ✱

## *How many types are there?*

3

Blanket Travel

When do I use this?



SAP Concur Expense

Create New Report

Create From an Approved Request

Policy \*  
State Blanket Travel

Blanket Travel Month/Year \* ?  
Report Date  
03/05/2025

**Used for Parking and Mileage in CA only**

**Requested for the Fiscal Year (July 1–June 30)**

**\*If there is a registration fee for a conference, use the Travel Expense Claim**

**\*Must have defensive driver's training on file.**

**\*STD 261, Should be completed annually and on file with the employee's department**

**\*INF 254, Driving Record with the Police Department**

# Types of Concur Expense Reports \*

## *How many types are there?*

3

Blanket Travel  
Naming Conventions

How do I use this?

**Travel Request** (Blanket Travel)

Example: Blanket Travel FY 2024-2025

Blanket Travel FY Year-Year (Current Fiscal Year is 2024-2025)

**Expense Report** (Blanket Travel)

Example: Blanket Travel Sep 2025

Blanket Travel Month Year (submitted monthly for travel dates in that month)

Report start and end dates must match the travel month

Select Blanket Travel (Mileage and Parking) for "Report/Trip Purpose" on the Concur Expense Report (blanket travel)

The screenshot shows the SAP Concur Expense report creation interface. The page title is "SAP Concur Expense". Below the title, there are two main options: "Create New Report" and "Create From an Approved Request". The "Create New Report" option is selected. A dropdown menu for "Policy" is highlighted with a blue box, showing "State Blanket Travel" as the selected option. Below the policy dropdown, there are two input fields: "Blanket Travel Month/Year" and "Report Date". The "Report Date" field is populated with "03/05/2025".

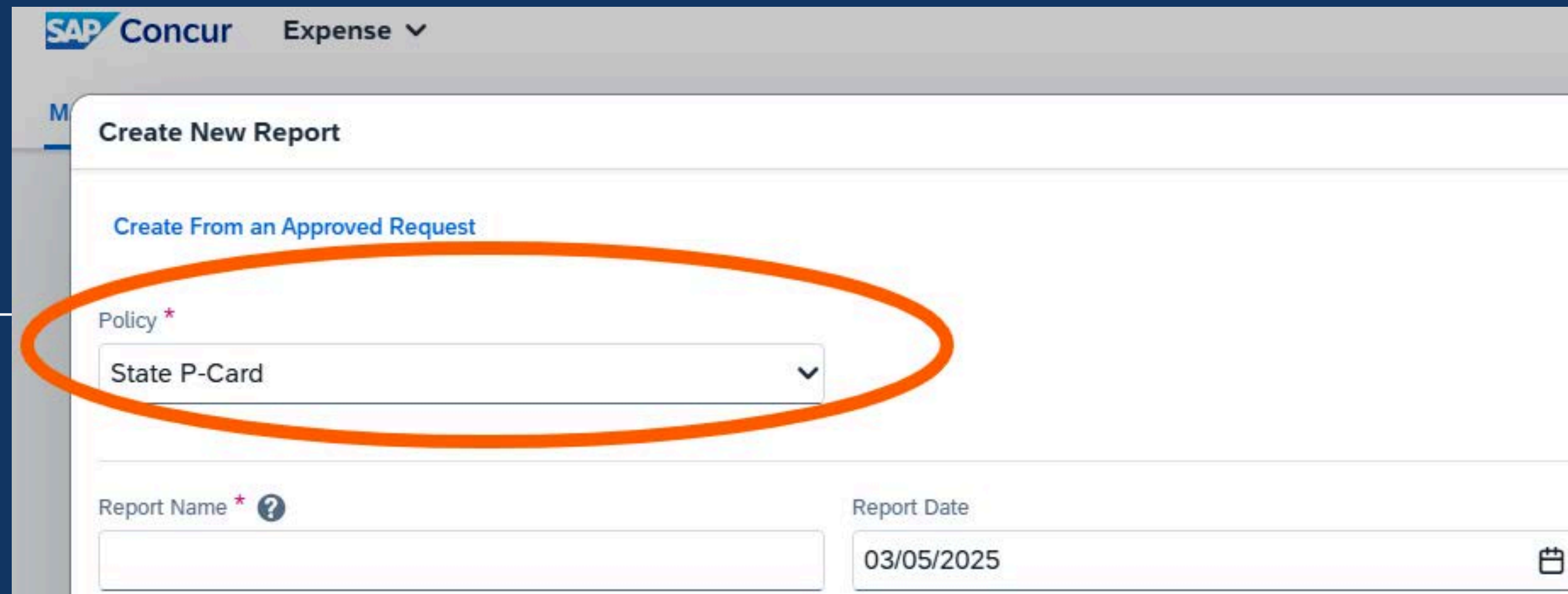
# Types of Concur Expense Reports \*

*How many types are there?*

4

P-Card

How do I use this?



The screenshot shows the SAP Concur 'Create New Report' interface. The 'Policy' dropdown menu is highlighted with an orange oval and contains the text 'State P-Card'. Other visible fields include 'Report Name' with a help icon, and 'Report Date' set to '03/05/2025'.

If you are a P-Card Holder, and use your P-Card to purchase goods and services.

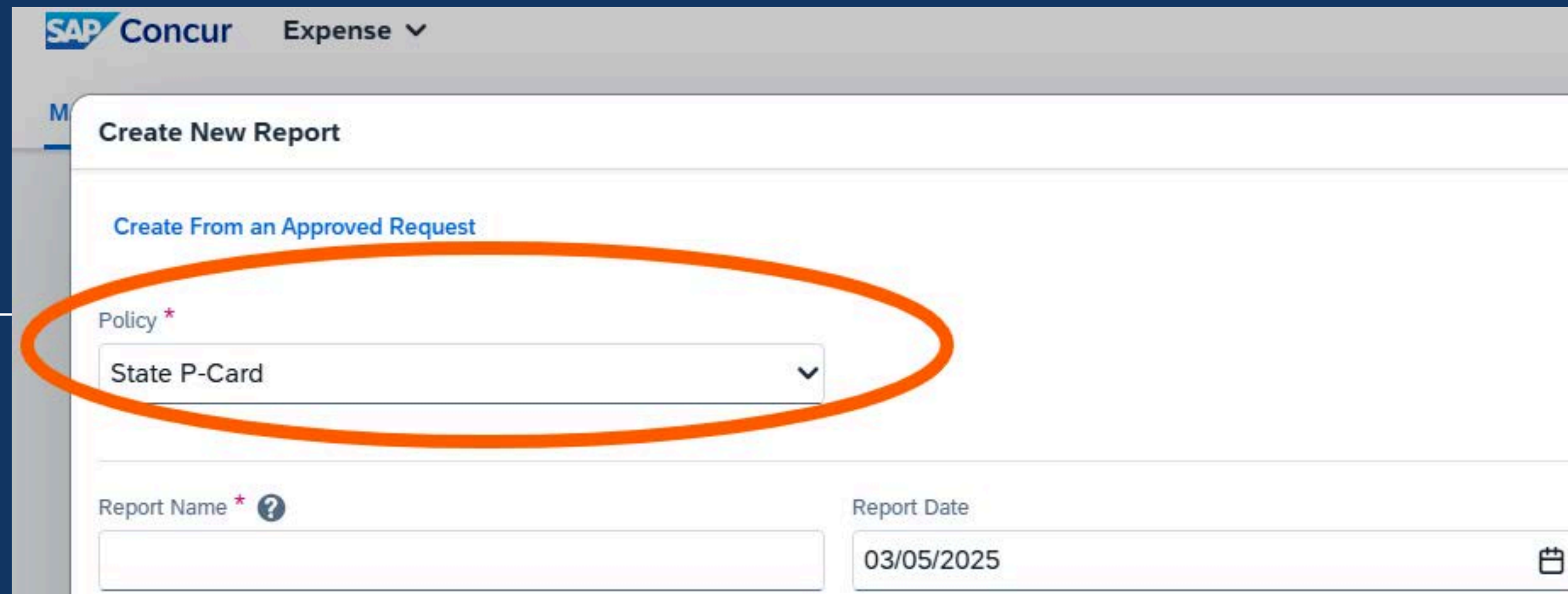
# Types of Concur Expense Reports \*

*How many types are there?*

4

P-Card  
Naming Conventions

How do I use this?



The screenshot shows the SAP Concur 'Create New Report' interface. The 'Policy' dropdown menu is highlighted with an orange oval and contains the text 'State P-Card'. Below it, the 'Report Name' field is empty, and the 'Report Date' is set to '03/05/2025'.

Naming Convention for P-Card Expense Report:

- Month [MMM- first three letters only] Year [YYYY] P-Card
- Example: Sep 2023 P-Card

# Types of Concur Expense Reports \*

## One Page Guide

	Objectives	When to Use	Types of Expenses	Tips
Travel Claim		<ul style="list-style-type: none"> <li>Reconciling your Travel Request (TR): Link <b>all</b> amended request number's (4 digit, combo of letters and number's) to the travel expense claim</li> <li>Reconciling your own Travel Expenses to your own P-card: Add in all transactions incurred for your own travel paid by your own P-card into your travel claim.</li> <li>Naming Conventions: <u>MMM</u> and <u>YYYY</u> for the travel date and the trip Destination (City, State)</li> <li>DOMESTIC EX.: APR 2025 Pomona, CA</li> <li>INTERNATIONAL EX.: APR 2025 ITALY</li> </ul>	<ul style="list-style-type: none"> <li>Types of Expenses (P-card OK):</li> <li>Workshops/Registration Fees</li> <li>Airfare</li> <li>Lodging</li> <li>Ground Transportation: Taxi/Uber/Lyft, etc.</li> <li>Per Diem (Personal Cash or Card): Not an allowable charge on P-card.</li> <li>Incidentals: Will populate at the daily rate if on Travel</li> <li>Business Meals, Hosted Meals (Hospitality Justification Form Required) Will be required if taking guests out for a business meal, purchasing gifts and promotions.</li> </ul>	<ul style="list-style-type: none"> <li>Link from the travel request: Create a New Expense Claim Report, make sure all amended requests are linked by going to REPORT DETAILS -&gt; LINKED ADD-ONS -&gt; Manage Requests</li> <li>Make sure item types are all fixed before allocating budgets: if you allocate the budget before setting item types, it will not save.</li> <li>Itemizations Must equal 0: Lodging</li> <li>Clear all Red Flags: These are required fields.</li> <li>Check Allocations: Report Headers -&gt; Allocation Summary</li> </ul>
P-Card Travel for Others		<ul style="list-style-type: none"> <li>Reconciling Travel Expenses paid for Others via P-card: Add in all transactions incurred for other travelers</li> <li>Reconcile as a State Travel: When creating an expense report, select State Travel and use the billing cycle period as the begin and end date of trip.</li> <li>Naming Conventions: <u>MMM</u> and <u>YYYY</u> for the P-Card billing cycle dates</li> <li>Example: P-Card Travel APR 2025</li> </ul>	<ul style="list-style-type: none"> <li>Types of Expenses:</li> <li>Non-Employee Travel</li> <li>Airfare</li> <li>Lodging</li> <li>Ground Transportation: Taxi/Uber/Lyft, etc.</li> <li>Business Meals, Hosted Meals (Hospitality Justification Form Required) Will be required if taking guests out for a business meal, purchasing gifts &amp; promotions.</li> <li>*NOTE: Pre-paid Travel Expenses need to be reconciled to a Travel Expense Request.</li> </ul>	<ul style="list-style-type: none"> <li>Traveler's TR # Code in Traveler's Request Number wherever Possible in Request ID</li> <li>Make sure item types are all fixed before allocating budgets: if you allocate the budget before setting item types, it will not save.</li> <li>Itemizations Must equal 0: Lodging</li> <li>Clear all Red Flags: These are required fields.</li> <li>Check Allocations: Report Headers -&gt; Allocation Summary</li> </ul>
P-card		<ul style="list-style-type: none"> <li>Reconcile all P-Card Transactions: Add in all transactions incurred for the billing cycle.</li> <li>QI's and ITR Numbers, Hospitality Justification Form: QI's needed for one-time service exceptions.</li> <li>ITR's needed for some technology purchases.</li> <li>Hospitality Justification Form: Needed for Hospitality</li> <li>Naming Conventions: <u>MMM</u> and <u>YYYY</u> for the P-Card billing cycle dates Example: APR 2025 P-Card</li> </ul>	<ul style="list-style-type: none"> <li>Types of Expenses:</li> <li>Online/Webinar and On-Campus Training (VIRTUAL, No Travel Required) use 660009-Specialized Training</li> <li>Supplies and Goods</li> <li>Services (QI's Needed)</li> <li>Hospitality Justification Form: Needed for Hospitality</li> <li>IT Hardware/Software (ITR's Needed)</li> <li>Faculty Recruitment Codes: 660840-Faculty Recruitment (In/Out)-Except Meals</li> <li>660842 -Faculty Recruitment Meals</li> </ul>	<ul style="list-style-type: none"> <li>QI's, ITR #'s, and Hospitality Justification Forms: NOTE: all QI's, ITR #'s, and attach signed and completed Hospitality Justification Form as necessary</li> <li>Make sure item types are all fixed before allocating budgets: if you allocate the budget before setting item types, it will not save.</li> <li>Clear all Red Flags: These are required fields.</li> <li>Check Allocations: Report Headers -&gt; Allocation Summary</li> </ul>
Blanket Mileage		<ul style="list-style-type: none"> <li>Blanket Travel: Requested at the beginning of the Fiscal Year (July 1-June 30)</li> <li>Used for Parking and Mileage Only: Can only claim Parking and Mileage up to the est. approved amount for the FY</li> <li>Naming Conventions: <u>Fiscal Year</u> for Blanket Travel</li> <li>Example: Blanket Travel 2024-2025</li> </ul>	<ul style="list-style-type: none"> <li>Types of Expenses:</li> <li>Parking</li> <li>Mileage</li> <li>*NOTE: Defensive Driver's Training needs to be completed.</li> <li>STD 261 should be completed and on file with the employee's home department.</li> </ul>	<ul style="list-style-type: none"> <li>Traveler's TR # Code in Traveler's Request Number wherever Possible in Request ID</li> <li>Reconciliation: Monthly Travel Claims should be submitted monthly as mileage and parking is incurred.</li> </ul>

# 2

## P-Card Basics: Tips and Tricks

Fundamentals for  
Successful P-card  
Reconciliations  
Transaction Management



# P-Card Basics: Tips and Tricks \*

## *P-Card Monthly Billing Cycles*

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*When is the P-Card Monthly Billing Cycle?*



*The P-Card billing cycle typically runs from the 26th of the month (cycle start date) until the 25th of the following month (cycle end date)*



*These dates will change when they fall on a non-business day.*

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*A list of the P-Card Monthly Billing Cycle for the FY can be found on:*



*• [C&P Website](#)*

*• [Concur Homepage](#) – under Company Notes*



# P-Card Basics: Tips and Tricks \*

## *P-Card Due Dates*

When is the P-Card Due?



10th day or the next business day if the 10th falls on a non-business day of every month.



# P-Card Basics: Tips and Tricks \*

## *P-Card Transactions*



*Review your “Available Expenses” on Concur and assign it to a Report as soon as possible*



*Upload your receipts to your transactions to stay ahead of reconciling*



*\*Tip: Moving your “Available Expenses” to a report as you are working on reconciling will avoid infraction notices*

The screenshot displays the 'Manage Expenses' section of a software interface. At the top, there are tabs for 'Manage Expenses' and 'Card Transactions'. Below the tabs is a breadcrumb trail: 'Home / Expense / Manage Expenses'. The main heading is 'Manage Expenses'. Underneath, there is a 'Report Library' section with a 'View:' dropdown menu set to 'Active Reports'. A single report card is visible, titled 'APR 2025 Pcard' with a date of '04/14/2025'. The total amount is '\$7,492.09' and the status is 'Not Submitted'. Below the report card, there is an 'Available Expenses' section with a 'View:' dropdown menu set to 'All Expenses' and a note: 'Drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.'

# P-Card Basics: Tips and Tricks \*

## *Allocating Different Funds*



Select "Itemizations"



Select "Allocate"

Home / Expense / Manage Expenses / APR 2025 Pcard / Goods

← → **Goods \$7,492.09**

03/29/2025 | STAPLES 00365775 | Corporate Card

1. Select Itemizations

Details **Itemizations**

Amount	Itemized	Remaining
\$7,492.09	\$7,492.09	✓ \$0.00

**(660835) Furniture \$7,492.09**

**Allocate**

2. Select Allocate

\* Required field

Expense Type \*  
(660835) Furniture

Transaction Date \*  
03/29/2025

Business Purpose \* ?  
Ergonomic Assessment Needs

# P-Card Basics: Tips and Tricks \*

## *Allocating Different Funds*



The Default will be Percentage



Select "Amount"

Allocate 1. Defaulted to Percentage

Itemizations: 1 | \$7,492.09 | [View Allocation Group](#)

Percent  Amount ← 2. Select Amount

Amount: \$7,492.09 | Allocated \$7,492.09 | 100% | Remaining \$0.00 | 0%

Default Allocation

Code: 10238-10033-THEFD

Allocations (2) ⊕ Add Edit Remove Save as F

<input type="checkbox"/>	Division↓↑	Department ID↓↑	Gen Fund↓↑	Class↓↑	Programs↓↑	Projects↓↑	Code↑=	Percent %
<input type="checkbox"/>	VP Academic Affairs -NP	Provost/VPAA Misc Instruction	THEFD:CSU Operating Fund				10237-10255-THEFD	50
<input type="checkbox"/>	VP Administration & Finance	AVP of Financial Services	THEFD:CSU Operating Fund				10238-10033-THEFD	50

# P-Card Basics: Tips and Tricks \* *Allocating Different Funds*



Default allocations are automatically mapped to your home dept.



Select "Add"

The screenshot shows the 'Allocate' interface with the following details:

- Itemizations: 1 | \$1,034.01
- Buttons: Percent, Amount
- Amount: \$1,034.01
- Allocated 100%: \$1,034.01
- Remaining 0%: \$0.00
- Default Allocation Code: Out-of-State-10237-10316-THEFD
- Allocations (0)
- Buttons: Add, Edit, Remove
- Message: No Allocations. This expense is assigned to your default allocation shown above. Click the Add button to allocate part or all of this expense differently.

Annotations in the image include a blue box around the default allocation code, a blue arrow pointing to it with the text 'Default Allocation (Your Home Dept.)', and an orange circle around the 'Add' button with an orange arrow pointing to it and the text 'Add another chartfield'.

# P-Card Basics: Tips and Tricks ✱

## *Allocating Different Funds*



Select "Allocate"



Add "New Chartfields"  
for allocation

Concur Expense

Allocate

Itemizations: 1 | \$7,492.09 | [View Allocation Group](#)

Percent | Amount

Amount  
\$7,492.09

Default Allocation

Code  
10238-10033-THEFD

Allocations (1)

<input type="checkbox"/>	Division↓↑	Department
<input type="checkbox"/>	VP Administration & Finance	AVP of Financial Services

**Add Allocation**

[+ New Allocation](#) | [★ Favorite Allocations](#)

\* Required field

Division \* 1  
(10238) VP Administration & Finance X v

Department ID \* 2  
(10033) AVP of Financial Services X v

Gen Fund  
(THEFD) THEFD:CSU Operating Fund X v

Class

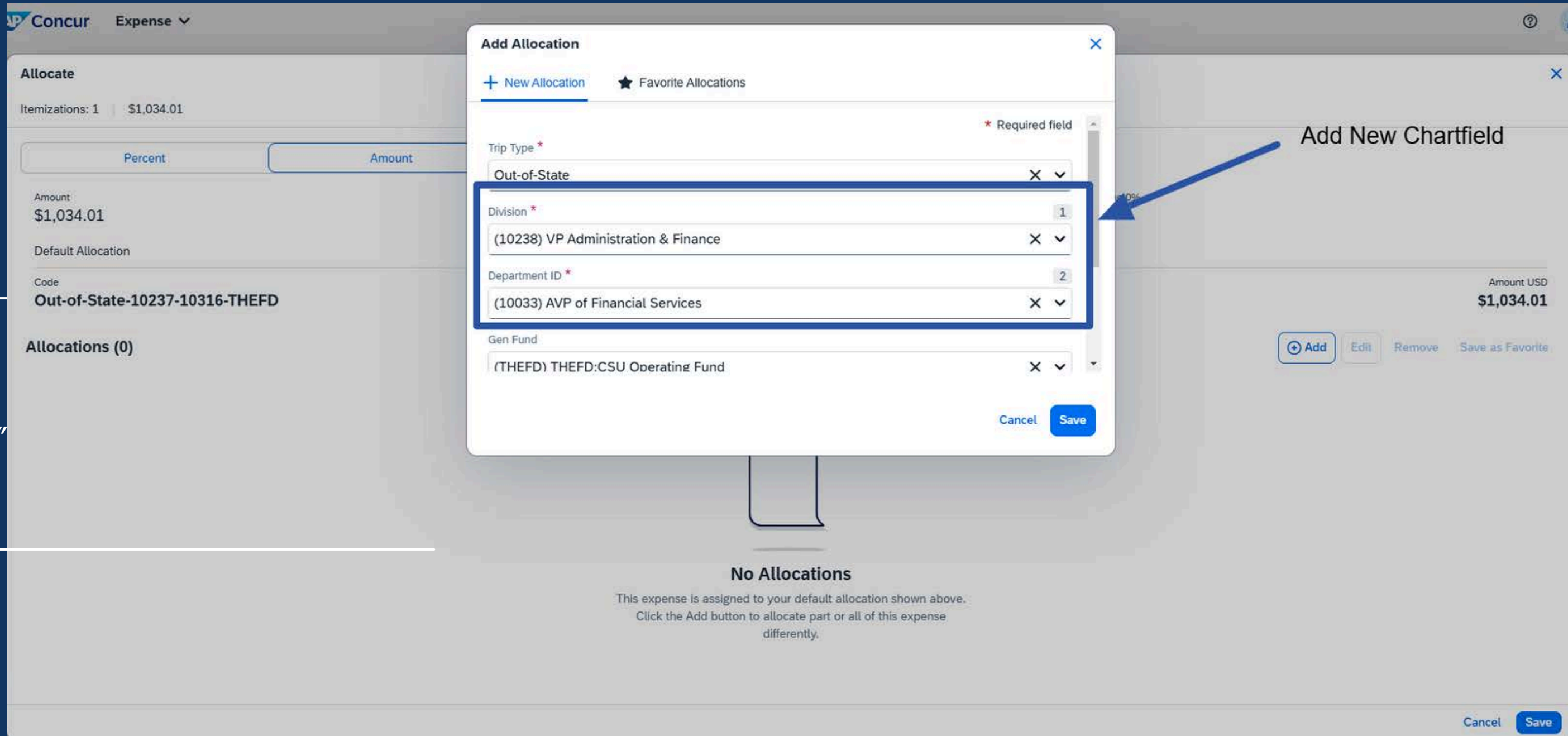
Save Cancel

# P-Card Basics: Tips and Tricks \* *Allocating Different Funds*

 Select "Division"

 Select "Department ID"

 Select "Fund", "Class",  
and "Program", if  
necessary



Concur Expense

Allocate

Itemizations: 1 | \$1,034.01

Amount: \$1,034.01

Default Allocation Code: Out-of-State-10237-10316-THEFD

Allocations (0)

Gen Fund: (THEFD) THEFD:CSU Operating Fund

**Add Allocation**

+ New Allocation | ★ Favorite Allocations

Trip Type \* (Required field): Out-of-State

Division \* (10238) VP Administration & Finance

Department ID \* (10033) AVP of Financial Services

Gen Fund: (THEFD) THEFD:CSU Operating Fund

Cancel Save

Amount USD: \$1,034.01

+ Add Edit Remove Save as Favorite

Cancel Save

**No Allocations**

This expense is assigned to your default allocation shown above. Click the Add button to allocate part or all of this expense differently.

# P-Card Basics: Tips and Tricks \* *Allocating Different Funds*



New Chartfield is added

**Allocate**

Itemizations: 1 | \$7,492.09 | [View Allocation Group](#)

Percent  Amount

Amount: \$7,492.09 | Allocated \$7,492.09 (100%) | ✔ Remaining \$0.00 (0%)

Default Allocation

Code: **10238-10033-THEFD** Percent %: **0**

**Allocations (1)** [+ Add](#) [Edit](#) [Remove](#) [Save as Favorite](#)

<input type="checkbox"/>	Division↓↑	Department ID↓↑	Gen Fund↓↑	Class↓↑	Programs↓↑	Projects↓↑	Code↑≡	Percent %	
<input type="checkbox"/>	VP Administration & Finance	AVP of Financial Services	THEFD:CSU Operating Fund				10238-10033-THEFD	<input type="text" value="100"/>	...

# P-Card Basics: Tips and Tricks \* Allocating Different Funds



Add in the amount for the different fund allocation



Automatically total the remaining balance to the default

**Allocate**

Itemizations: 1 | \$7,492.09 | [View Allocation Group](#)

Percent
  Amount

Amount: \$7,492.09 | Allocated 100%: \$7,492.09 | Remaining 0%: \$0.00

Default Allocation

Code: **10238-10033-THEFD** Amount USD: \$0.00

Allocations (2)

<input type="checkbox"/>	Division↓↑	Department ID↓↑	Gen Fund↓↑	Class↓↑	Programs↓↑	Projects↓↑	Code↑≡	Amount USD	
<input type="checkbox"/>	VP Academic Affairs -NP	Provost/VPAA Misc Instruction	THEFD:CSU Operating Fund				10237-10255-THEFD	3,746.05	...
<input type="checkbox"/>	VP Administration & Finance	AVP of Financial Services	THEFD:CSU Operating Fund				10238-10033-THEFD	3,746.04	...

# P-Card Basics: Tips and Tricks ✳

## *Allocating Different Funds*



Blue "Allocated" means that the funds are allocated



Double-Clicking the Blue "Allocated" will open up the different funded allocations

Home / Expense / Manage Expenses / APR 2025 Pcard

Alerts: 1

### APR 2025 Pcard \$7,492.09

Not Submitted | Report Number: 8M69AH

Submit Report Copy Report Delete Report

Report Details Print/Share Manage Receipts Travel Allowance View Available Receipts

Expenses								Add Expense Edit Delete Copy Allocate Combine Expenses Move	
<input type="checkbox"/>	Comment	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested		
<input type="checkbox"/>			USBank Visa	Goods	STAPLES 00365775	03/29/2025	\$7,492.09 Allocated Itemized	...	▼
							\$7,492.09		

# P-Card Basics: Tips and Tricks \* *Saving Frequently Used Allocations*



You can save time by adding frequently used Allocations, i.e. IRA Chartfields, etc.



Click "Add" under Allocate

**Allocate**

Itemizations: 1 | \$7,492.09 | [View Allocation Group](#)

Percent  Amount

Amount: \$7,492.09 | Allocated \$7,492.09 | 100% | Remaining \$0.00 | 0%

Default Allocation

Code: 10238-10033-THEFD | Percent %: 0

Click Add

<input checked="" type="checkbox"/>	Division↓↑	Department ID↓↑	Gen Fund↓↑	Class↓↑	Programs↓↑	Projects↓↑	Code↑≡	Percent %
<input checked="" type="checkbox"/>	VP Administration & Finance	AVP of Financial Services	THEFD:CSU Operating Fund				10238-10033-THEFD	100

# P-Card Basics: Tips and Tricks ✳

## *Saving Frequently Used Allocations*



Select Chartfields for Allocation



Click "Save"

View Allocation Group

Amount

### Add Allocation

[+ New Allocation](#)   [★ Favorite Allocations](#)

\* Required field

Division \* 1  
(10237) VP Academic Affairs -NP X v

Department ID \* 2  
(10255) Provost/VPAA Misc Instruction X v

Gen Fund  
(THEFD) THEFD:CSU Operating Fund X v

Class  
v

Save Cancel

Department  
AVP of Finan  
Services

FD 100

Add Edit

# P-Card Basics: Tips and Tricks \* *Saving Frequently Used Allocations*



Check the Chartfield you want to "Save"



Click "Save as Favorite"

**Allocate**  
Itemizations: 1 | \$7,492.09 | [View Allocation Group](#)

Amount: \$7,492.09 | Allocated \$7,492.09 | 100% | Remaining \$0.00 | 0%

Default Allocation

Code: 10238-10033-THEFD

2. Save a Favorite

1. Check the Chartfield you want to save

Allocations (2)

<input type="checkbox"/>	Division↓↑	Department ID↓↑	Gen Fund↓↑	Class↓↑	Programs↓↑	Projects↓↑	Code↑≠	Percent %	
<input checked="" type="checkbox"/>	VP Academic Affairs -NP	Provost/VPAA Misc Instruction	THEFD:CSU Operating Fund				10237-10255-THEFD	0	...
<input type="checkbox"/>	VP Administration & Finance	AVP of Financial Services	THEFD:CSU Operating Fund				10238-10033-THEFD	100	...

# P-Card Basics: Tips and Tricks \* *Saving Frequently Used Allocations*



Favorite Name  
your Chartfield



Click "Save"

**Allocate**  
Itemizations: 1 | \$7,492.09 | [View Allocation Group](#)

Percent  Amount

Amount: \$7,492.09 | Allocated \$7,492.09 (100%) | Remaining \$0.00 (0%)

Default Allocation

Code: 10238-10033-THEFD

**Allocations (2)**

<input type="checkbox"/>	Division↓↑	Department		Percent %
<input checked="" type="checkbox"/>	VP Academic Affairs -NP	Provost/VPAA Instruction	Operating Fund	0
<input type="checkbox"/>	VP Administration & Finance	AVP of Financial Services	THEFD:CSU Operating Fund	100

**Save as Favorite**

Favorite Name \*

Buttons: Add, Edit, Remove, Save as Favorite, Save, Cancel

# P-Card Basics: Tips and Tricks \* *Saving Frequently Used Allocations*



Next time you allocate, you can go to "Favorite Allocations"

Allocate

Itemizations: 1 | \$7,492.09 | [View Allocation Group](#) Select Favorite Allocations the next time you need to add Allocations

**Percent** Amount

Amount  
\$7,492.09

Default Allocation

Code  
**10238-10033-THEFD**

**Allocations (1)**

Division↓↑ Department Gen Fund

**Add Allocation**

[+ New Allocation](#) **★ Favorite Allocations**

\* Required field

Division \* 1  
(10238) VP Administration & Finance X v

Department ID \* 2  
(10033) AVP of Financial Services X v

Add Edit Remove Save as Favorite

Percent %  
0

Percent %

# P-Card Basics: Tips and Tricks \* *Saving Frequently Used Allocations*



Select your "Favorite Allocations" and it will apply the Chartfield, once you select the one you want

**Allocate**

Itemizations: 1 | \$7,492.09 | [View Allocation Group](#)

Percent  Amount

Amount: \$7,492.09 | Allocated \$7,492.09 | Remaining \$0.00

Default Allocation

Code: 10238-10033-THEFD

**Allocations (1)**

<input type="checkbox"/>	Division↓↑	Department	Percent %	
<input type="checkbox"/>	VP Administration & Finance	AVP of Financial Services	100	...

**Add Allocation**

+ New Allocation  Favorite Allocations

Select

- Financial Services
- Academic Affairs

# P-Card Basics: Tips and Tricks \* *Checking Alerts and Warnings*



Red Alert—Cannot submit until cleared



Red Error—Report cannot be submitted until after the billing cycle date is closed. I can only submit after the 26th

The screenshot shows a web interface for managing P-card reports. At the top, a breadcrumb trail reads "Home / Expense / Manage Expenses / APR 2025 Pcard". A pink notification bar at the top left contains a red 'x' icon and the text "Alerts: 1", which is highlighted with a blue rectangular box. Below this, the main heading is "APR 2025 Pcard \$7,492.09" in bold black text. To the right of the heading are three buttons: "Submit Report" (blue), "Copy Report" (white), and "Delete Report" (white). Below the heading, it says "Not Submitted | Report Number: 8M69AH". A row of menu items includes "Report Details", "Print/Share", "Manage Receipts", and "Travel Allowance", each with a dropdown arrow. On the far right, there is a link "View Available Receipts" with a receipt icon. A second, identical breadcrumb trail is visible below the main content area. In the center, there is a section titled "Alerts: 1" and "Report". Below this, a red error message is displayed: "Error: This report cannot be submitted until after the billing period end date. View". This error message is circled in orange. Below the error message, the heading "APR 2025 Pcard \$7,492.09" is repeated. Below that, it says "Not Submitted | Report Number: 8M69AH". At the bottom, there is a section titled "Expenses" with a table header. The header includes a checkbox, "Comment", "Receipt", "Payment Type", "Expense Type", and "Vendor Details", each with a dropdown arrow. To the right of the "Expenses" section are three buttons: "Add Expense" (blue with a plus icon), "Edit" (white), and "Delete" (white).

3

Preparation

Important to submit  
Successfully  
*know what to provide*

---



# Preparation \* *P-Card Reconciliation*

*What is needed in Preparation of a P-Card Reconciliation?*

-  *US Bank Monthly Statement (recommended but not required)*
-  *Receipts/Invoices*
-  *Compliance Documentation*
-  *Detailed Business Purpose (who, what, when, where, and why)*
-  *Chartfield and, if applicable, Disallowed Expenses and Fraud Transactions*



# Preparation \* *US Bank Monthly Billing Statement*

**Having the US Bank Monthly Billing Statement readily available ensures that:**

---



- All transactions within the monthly billing statement are captured in Concur.
- All transactions in the monthly billing statement are reconciled to the correct billing cycle.
- Aids in identifying P-Card vs. Travel expenses.

**Who has access to the US Bank Monthly Statement?**



- Cardholders who have created an Access Online Account when they received their P-Card pick-up email notification.
- Delegates who have submitted the US Bank Delegation of Authority Form.

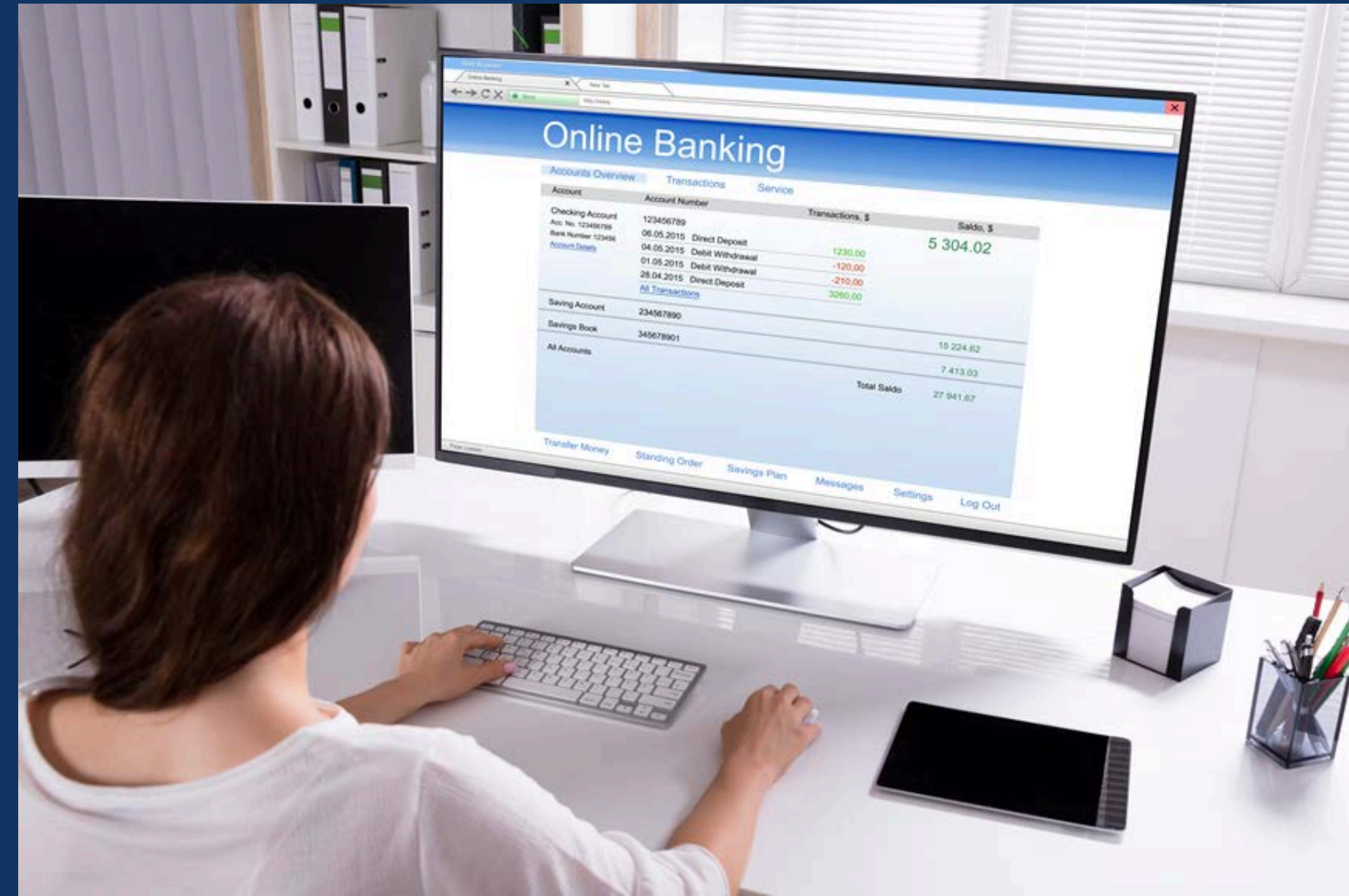


# Preparation \* *US Bank Monthly Billing Statement*

## **How to create a US Bank Access Online Account:**



- Click on the hyperlinked US Bank or browse: [access.usbank.com](https://access.usbank.com)
- Click "Register Online" (toward the bottom of the page), and when prompted, enter the following information:
  - Short Name: CSUCA
  - Account Number: This is the number found on the actual P-Card.
  - Account Expiration Date: This is the expiration date on the actual P-Card.
- Delegates and other personnel may submit a completed US Bank Delegation of Authority Form to gain access to a Cardholder's Online Account.



# Preparation \*

## *US Bank Monthly Billing Statement*

### **How to access monthly billing statement:**

---

Click on the hyperlinked [US Bank](#) or browse: [access.usbank.com](https://access.usbank.com) and log in to US Bank Access Online Account



Click "View Current Statement" and verify:

- Billing Cycle Dates on the statement
  - All transactions correlate with those in Concur.
    - If transactions recorded in the US Bank billing statement are missing from Concur, please email [Concur@fullerton.edu](mailto:Concur@fullerton.edu) immediately.
- 

### **Tips:**



- Review the billing statement to determine which transactions are P-Card vs. Travel Policy expenses.
- The Statement Total (under Account Summary) must match the total expense report amount(s).



# Preparation \* *Receipts/Invoices*

**A receipt or invoice must include the following information:**

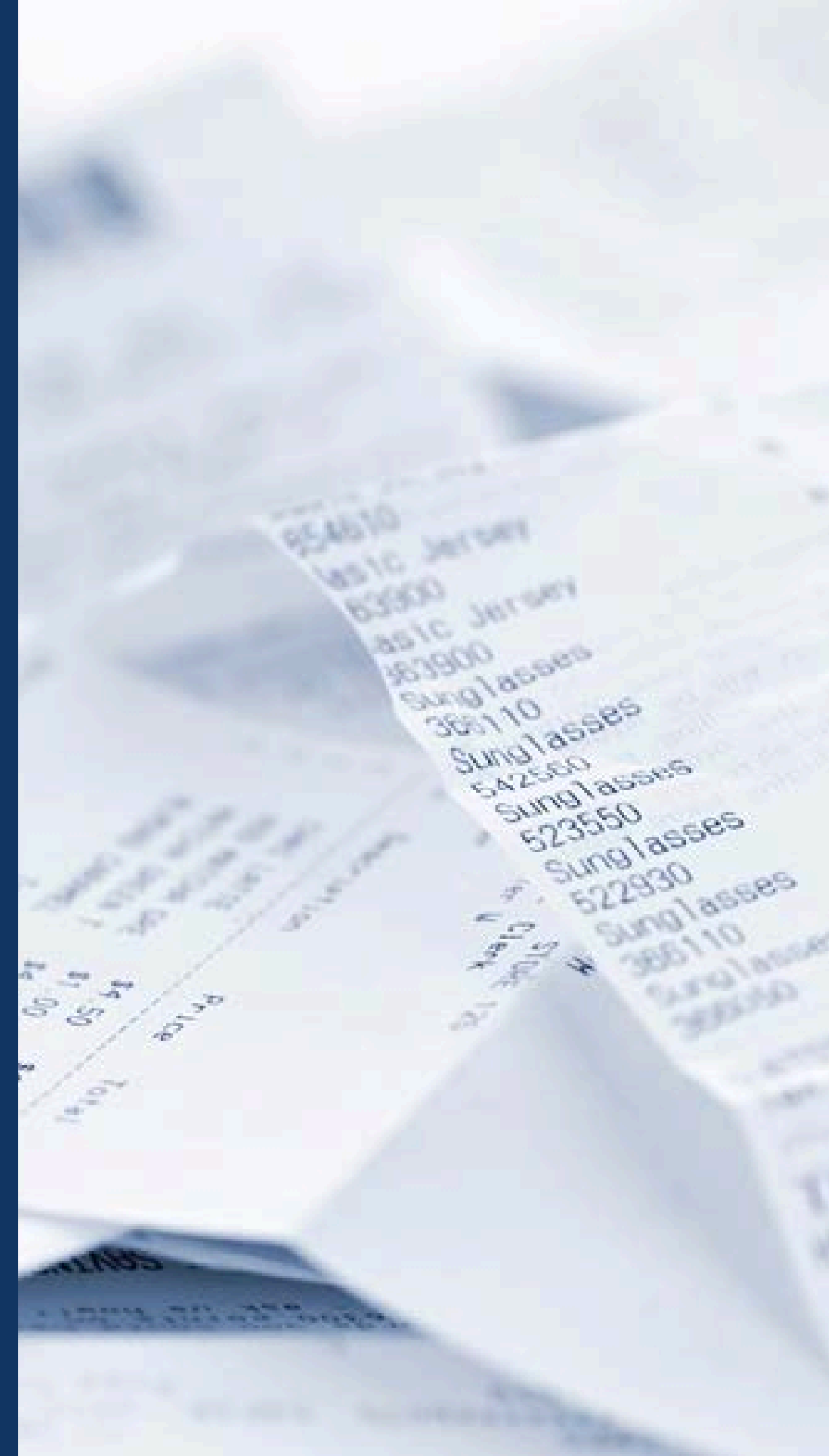


- Vendor's name and date of purchase
- Quantity and price/cost per unit
- Legible itemized receipt/invoice identifies each item purchased
- Shipping charges (if applicable), sales tax, and total amount
- Payment by credit card (preferably showing the last four digits of the card number)

**What to do if a receipt/invoice is missing information or has been misplaced:**



- Contact the vendor for the missing information (in writing) or obtain a duplicate receipt/invoice
- If the vendor is unable or refuses to assist, complete the Lost/Missing Receipt Verification form



# Preparation \* Compliance Documentation

## What is compliance documentation, and why is it needed?



- Compliance documentation is specific records and documents of information required to verify the compliance implementation of a policy.

## What compliance documentation is needed for P-Card reconciliation?



- Compliance documentation that requires preapproval or additional approvals. Examples include:
  - Hospitality Justification Form
  - IT Authorization
  - Membership Justification Form
  - Branding approval email or form
  - EHS Preapproval Purchase email
  - Q# authorization



# Preparation \* *Detailed Business Purpose*

## What constitutes a detailed business purpose:



- Detailed business purposes must provide enough specifics for a third-party reviewer to understand the nature of the purchase/transaction.
- Details must include who, what, when, where, and why.
- Abbreviations or acronyms should not be used for a detailed purpose.

## Tips



- A detailed business purpose must be given for every line-item purchase on a receipt or invoice.
- Allocate each line item if applicable.
- The Concur Business Purpose field is for text to help identify the expenditure in OBIEE.
- The Concur Comment field is for a detailed justification (who, what, when, where, and why).

The screenshot shows the 'New Expense' form in the Concur system. The 'Expense Type' is set to 'Services', the 'Transaction Date' is '03/08/2018', and the 'Amount' is '100.00' in 'USD'. The 'Business Purpose' field contains the text 'This will show up in OBIEE' and is highlighted with a red border. The 'Comment' field contains the text 'This will NOT show up in OBIEE' and is also highlighted with a red border. The navigation menu at the top includes 'Requests', 'Travel', 'Expense', 'Approvals', 'Reporting', and 'App Center'.

# Preparation \*

## *Detailed Business Purpose Examples*

### Poor Examples of a Business Purpose

[Order #6448] (February 20, 2025)

Product	Quantity	Price
National Debate Tournament	1	\$200.00
NDT At-large Bid Application Fee	1	\$100.00
AFA One Year Individual or Institutional Membership	1	\$85.00
<b>Subtotal:</b>		\$385.00
<b>Payment method:</b>		PayPal
<b>Total:</b>		\$385.00



Tournament and Membership Fees

#### **What is the business purpose missing?**

- **Who** - Identifies the individuals or groups for whom the expense is meant.
- **What** - Describes the action, event, or expense items being purchased.
- **When** - Specifies the time or date of the event or action, if applicable
- **Where** - Indicates the location or place where the event or action took place, if applicable.
- **Why** - Explains the reason or motivation behind the expense.
- Abbreviations or acronyms shouldn't be used.

# Preparation \*

## *Detailed Business Purpose Examples*

### Better Examples of a Business Purpose

[Order #6448] (February 20, 2025)

Product	Quantity	Price
National Debate Tournament	1	\$200.00
NDT At-large Bid Application Fee	1	\$100.00
AFA One Year Individual or Institutional Membership	1	\$85.00
<b>660848 - Registration</b>		
<b>660801 - Membership</b>		
Subtotal:		\$385.00
Payment method:		PayPal
Total:		\$385.00



\$200 tournament fee and \$100 bid application fee for the 2025 spring semester debate student team(s) to participate in the American Forensics Association (AFA) National Debate Tournament (NDT). A \$85 AFA membership fee was required to participate in the tournament.

#### **What are the 5Ws:**

- **Who** - Debate student team(s)
- **What** - Tournament, application, and membership fees
- **When** - 2025 spring semester
- **Where** - N/A
- **Why** - To participate in the American Forensics Association (AFA) National Debate Tournament (NDT).

# Preparation \* *Chartfields and Disallowed Expenses*

## **Chartfields**

---



**What is a chartfield and where do I get this information?**

- A chartfields is only associated with State Funds, which will always include an Account, Fund, and Department ID (Program, Class, and Project are optional fields.)
- A default chartfield is identified on the P-Card application and is used when expenses are unreconciled.
- Chartfields are tied to an area/department budget, so the person who oversees the area/department or the budget folks for a college or division will have the chartfield information.

## **Disallowed Expense**

---



**What is a disallowed expense?**

Anything that falls under Section 6: Prohibited Expenditures.

**What should be done if there's a disallowed expense?**

The cardholder must reimburse the University out of pocket or potentially reimburse with Auxiliary funds. This is done using the Deposit or Reimbursement to University Account (PCD) Form.

When reconciling the expense in Concur, allocate it to account: 660898 – Disallowed.

# Preparation \* *Fraud Transaction*

## **Fraud Transactions**



### **What should be done if there's a fraud charge?**

*The Cardholder must call US Bank at (800) 523-9078 immediately and report the fraudulent activity. The Cardholder will need to provide:*

- *Card Address: 2600 Nutwood Ave., Suite 300, Fullerton, CA 92831*
- *Phone # and Credit Limits: indicated on the P-Card application*
- *Social Security #: Cardholder's CWID*
- *US Bank will mail a Fraud Statement that must be uploaded to the Concur expenses.*
- *The Concur expense must be allocated to: 660999 – Unreconciled.*



# Preparation \* *Reconciliation Reminders*



Ensure the current compliance forms are used.



Monthly transactions must be reconciled and submitted by the 10th of the month as a single P-Card Expense Report.



All Concur Available Expenses must be assigned to a report. This includes travel transactions that do not need to be immediately submitted.



Expenses may be reconciled as soon as they are loaded to Concur, and P-Card Expense Reports may be submitted for review and approval as soon as the billing cycle closes (usually the 26th of the month).



Per Policy, P-Card Expense Reports must be approved by an Approving Official to be considered submitted.



4

AFIT CHART: Expense Type  
vs. Itemization

What's the Difference?  
*Expense Type vs.  
Itemization*

---



# AFIT Chart: Expense Type vs. Itemization \*

## *P-Card Expense Type Definitions*



Expense Type in Concur is the Category in which the P-Card Module was designed



Itemizations are important because they tie to the Account Codes on OBIEE

\*NOTE: It is important to detail what the exact item is.

- ▶ Concur (General) 7
- ▶ Concur Profile Set-up 5
- ▶ Travel Request 10
- ▶ Travel Expense Report 11
- ▶ Blanket Travel Request 2
- ▶ Blanket Travel Expense Report 3
- ▶ P-Card Expense Report 5
- ▶ Approving in Concur 5
- ▶ International Travel 2
- ▶ Concur Mobile Apps 2
- ▶ Concur Reporting 3
- ▶ Checklists 16

### Last Updated

Dec 12, 2023

Author: Administrative Systems

Generate Article PDF

Generate Manual PDF

Print Article

To Print or get PDF of the Definitions  
Click Here

## P-Card Expense Types Definition

The list below provides a summary of the different expense types that belong to the P-Card Goods and Services Expense Report and when they are used.

- > Services
- > Goods
- > D11 with Services
- > D11 without Services
- > IT Software and Services
- > IT Goods
- > Membership
- > Accounts Payable
- > Fraud
- > Disallowed
- > Uncleared Collection and Liability

[back to top](#)

### Need more help?

Contact Concur Support at [concur@fullerton.edu](mailto:concur@fullerton.edu).

< Prev: [Defining P-card Expenses](#)

Next: [Submitting P-Card Expense Report](#) >

# AFIT Chart: Expense Type vs. Itemization \* *P-Card Expense Type Definitions*

Amount \$7,492.09	Itemized \$7,492.09	Remaining \$0.00
----------------------	------------------------	---------------------

**NEW**

**FEATURES**

\* Required field

Expense Type \*

Search for an expense type

Recently Used
(660835) Furniture
(619002) Equipment-Instructional
(660825) General Supplies
<b>100. Services</b>
(606001) In State Fieldtrip/Team Travel
(606002) Out of State Fieldtrip/Team Travel

Concur no longer requires you to know the Expense Type to get the correct Itemization for Account Codes

# AFIT Chart: Expense Type vs. Itemization \*

## *P-Card Expense Type Definitions*



(660009) Specialized Training (Only use for online/webinar and on-campus training)-  
VIRTUAL, NO TRAVEL

619002 Equipment - INSTRUCTIONAL will be inactivated, effective 7/1/2025. Per the Chancellor's Office, the account will be made obsolete beginning 7/1/2025

5

## Common Pitfalls

What did I do wrong  
now?  
*Avoid these common  
Errors*



# Common Pitfalls \* *How to avoid them*

---



1

*Monthly Billing Cycle Dates*

2

*Receipts/Invoices*

3

*Compliance Documentation*

4

*Not moving Available Expenses to a report early*

5

*Not reconciling in a Timely Manner or at all*

6

*Creating multiple reports for different chartfield expenses or not creating for a single transaction*

# Common Pitfalls

## Procurement Guidelines

---



### Procurement Card Guidelines



#### 1. Header Naming Convention

- Use the format "[MMM-FIRST 3 LETTERS ONLY] [YYYY] P-Card" (e.g., "JUL 2017 P-Card")



#### 2. Billing Cycle

- Use the Correct Monthly P-Card Billing Cycle Dates
- Submit by the 10<sup>th</sup> of each month. Approving Official must approve to be considered submitted



#### 3. Business Purpose

Your business purpose must clearly answer:



- How does it support the institutional goals or the department?
- **Who** - Identifies the individuals or groups for whom the expense is meant.
- **What** - Describes the action, event, or expense items being purchased.
- **When** - Specifies the time or date of the event or action, if applicable
- **Where** - Indicates the location or place where the event or action took place, if applicable.
- **Why** - Explains the reason or motivation behind the expense.
- Abbreviations or acronyms shouldn't be used.

# Common Pitfalls ✱

## Procurement Guidelines

---



### 3. Business Purpose (Cont.)

#### Poor Business Purpose Examples:

- Tournament and membership fees



#### Better Business Purpose Examples:

- \$200 tournament fee and \$100 bid application fee for the 2025 spring semester debate student team(s) to participate in the American Forensics Association (AFA) National Debate Tournament (NDT). A \$85 AFA membership fee was required to participate in the tournament.



### 4. Receipts and Documentation

- Itemized Receipt (includes date, vendor, items, and totals)
- Proof of Payment (credit card confirmation, paid invoice etc., with Itemized purchases)
- **NOTE:** Totals should match the receipts




# Common Pitfalls

## Procurement Guidelines

---

### 5. Pre-Approved Documentation

**Approved Hospitality Justification Form** (formerly known as D-11) for Food, Entertainment, Gifts, Promotional Materials (etc.): 

- [Hospitality Justification Form](#)

For a quick guide, use the [Hospitality Requestor Checklist](#)

When a valid exception occurs outside the hospitality policy: [Hospitality Authorization for Exception to Policy Form](#)

**IT Authorization Number** is provided for technology/software purchases.

- Check requirements Accessible Technology Initiative (ATI) Compliance and Review.
- May REQUIRE: [ATI REVIEW- Click here for a list of Consumables](#)
- [ATI REVIEW- Click here](#)
- REQUIRES: [Click here to learn more about Q #](#)

Q#'s can be obtained by emailing: [Ebusiness@fullerton.edu](mailto:Ebusiness@fullerton.edu)

[Approved Service Providers and Approved Caterers List](#)

**Lost/Missing Receipts** submit the [Lost/Missing Receipt Verification Form](#)

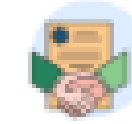
# Common Pitfalls \*

## Procurement Guidelines



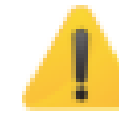
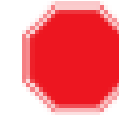
### 6. Check for Correct Chartfields

- Check for Correct Chartfields
- Allocate Different Fund Sources (if necessary)
- Ensure Purchases are Itemized.



### 7. Clear all Red Errors and review Yellow Warnings

- Clear all Red Errors (or else you cannot submit)
- Check all yellow warning signs, and this will not prevent you from submitting, but it will warn you to be aware of discrepancies.
- Submit for Approval When Ready



### Tips and Tricks

- Use the Comments Box to add any additional info to provide clarity on items that are not clear to help expedite the process and a detailed business purpose.
- Be proactive, reach out to the team for best business practice or best solutions before purchasing.
- Include itemized receipts or provide the lost/missing justification form, if vendor cannot be reached.

# 6

## Networking Activity, Quiz, Q &A

Let the fun begin...  
*connecting with each  
other*

---



# Networking Activity \*

## *Connecting with Others*

---

① *Who considers themselves proficient in Concur?*

② *Who is the newest to the CSU?*

Find someone you do not know,  
College, Department, or in another  
Division (get their contact info)

Fun Quiz



Join Menti.com: 9760 5070



Q & A



Questions?

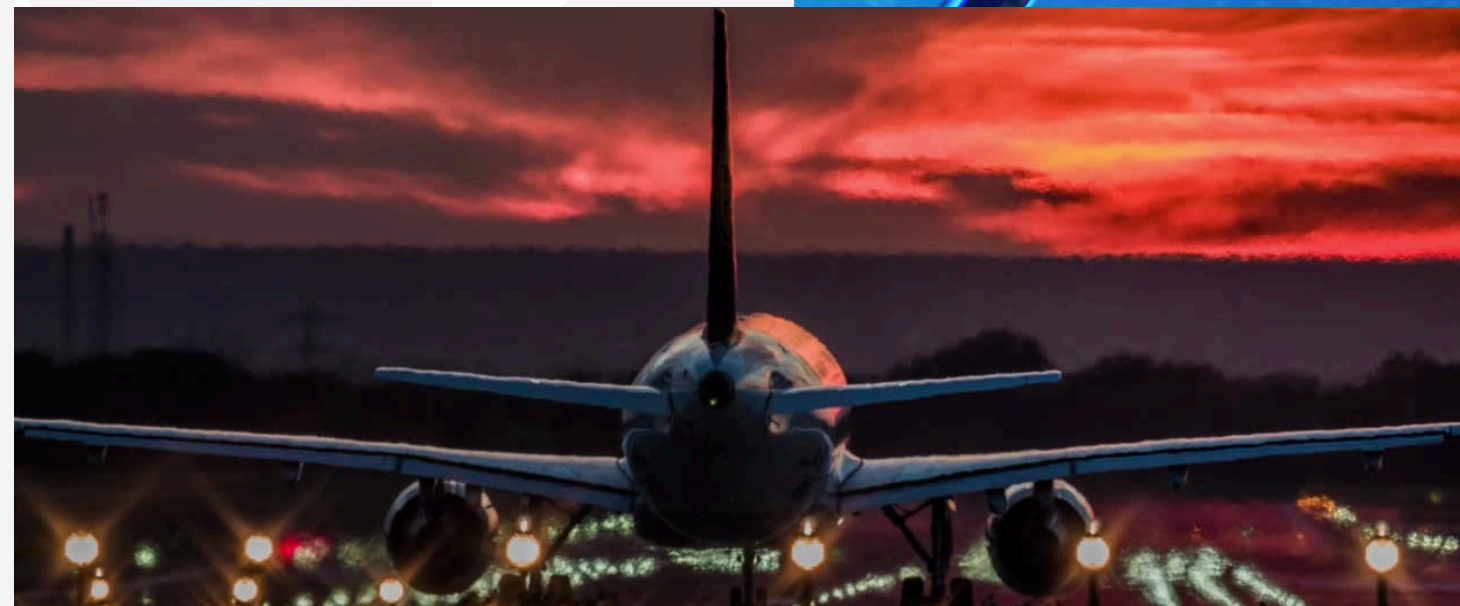
# Upcoming Training \* *Continue the Learning Journey (In-Person)*



<https://financialservices.fullerton.edu/training/>



Mastering Concur and P-  
Card Reconciliation:  
Thursday, May 8  
10-11:30 am





# Staying Connected *and Thank You*





 Academic Financial Services  
AFS@Fullerton.edu

 Contracts & Procurement  
ebusiness@fullerton.edu  
DL-C\_and\_P@fullerton.edu  
Concur Technical Support  
Concur@fullerton.edu





# Additional Resources

-  [Different Fund Allocations and Adding Approvers](#)
-  [Tips and Tricks to Save Time](#)



# Tips and Tricks \* to Save Time



*"Read More" on the home screen  
give you a wealth of information  
in one place*

Authorization Requests

2



Available Expenses

2



Expense Reports

2

FOR MORE INFORMATION ON UNIVERSITY TRAVEL UPDATES

[READ MORE](#)

5 - Mileage Reimbursement Rates Effective January 1, 2025

4 - General Services Administration (GSA) Meals and Incidentals Per Diem Rate Increase Effective October 1, 2024

Click "Read More" for information on Naming Conventions, P-Card Reconciliation Dates, Links to Direct Deposit, Screensteps, Training Videos etc.



Read More

# Tips and Tricks \* to Save Time



## Available Expenses

### Available Expenses

Drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.

View: All Expenses

[Upload Receipt](#) [View](#) [Edit](#) [Delete](#) [Combine Expenses](#) [Move](#)

<input type="checkbox"/>	Receipt	Payment Type↓↑	Expense Source	Expense Type↓↑	Vendor Details↓↑	Date↓↑	Amount↓↑	
<input type="checkbox"/>		Pending Card Transaction	Expenselt	Lodging	HILTON GARDEN INN SANTA Santa Barbara, California	08/08/2024	\$1,024.32	...
<input type="checkbox"/>		P-Card Paid Travel by/for Others	Expenselt	Lodging	Palazzo Las Vegas, Nevada	03/19/2024	\$1,034.01	...

To find missing transactions: [Card Transactions](#)

## TIP: Start Early!

By adding available expenses to P-Card Reports you avoid the billing cycle notices on being delinquent.

# Tips and Tricks \* to Save Time

# Where's my Report? Real-Time Tracking

## Monthly Expense Report [Kelly, Smith]

Summary **Details** Receipts Print / Email

**Expenses**

	Date	Reviewed	Amount	Approved
<input type="checkbox"/>	15/01/24	N	£20.00	£20.00
<input checked="" type="checkbox"/>	15/01/24	N	£30.00	£30.00

**Claim**

- Claim Header
- Totals
- Audit Trail**
- Approval Flow
- Claim Payments
- Comments
- Allocations
- Allocations

### Audit Trail

Date/Time	Updated By	Action	Description
23/01/2024 11:12	Kelly, Smith	Approval Status Change	Status changed from Not Submitted to Submitted Comment:
23/01/2024 11:09	User, Approver	Approval Status Change	Status changed from Submitted & Pending Approval to Sent Back to Employee Comment: This Expense Report is being sent back to the Employee because....

### Entry Level

Date/Time	Updated By	Action	Description
-----------	------------	--------	-------------

Check comments and actions taken

Close

Processors can view the **Audit Trail** to view all the **details** within the Expense Report.

# Tips and Tricks \* to Save Time

# Report Timeline Who Approved?

## Report Timeline

Aug 2024 Santa Barbara, CA | \$2,975.61

### Approval Flow

- ✓ **Default Approver**  
Sharon Ting  
August 20, 2024
- ✓ **Adhoc Manager Approval**  
Cecilia Chik  
August 21, 2024
- ✓ **Approval for Processing**  
Nancy Lopez  
September 6, 2024

### Report Summary

Friday, September 6, 2024

Status: **Approved**  
Status Updated: Nancy Lopez  
Sep 6, 2024 4:06 PM

Wednesday, August 21, 2024

Status: **Approved**  
Status Updated: Cecilia Chik  
Aug 21, 2024 4:52 PM

Tuesday, August 20, 2024

Status: **Auto Approved**  
Status Updated: Concur System  
Aug 20, 2024 11:08 AM

Status: **Auto Approved**  
Status Updated: Concur System  
Aug 20, 2024 11:08 AM

Status: **Approved**  
Status Updated: Sharon Ting  
Aug 20, 2024 11:08 AM



## Aug 2024 Santa Barbara, CA \$2,975.61

Payment Confirmed | Report Number: YZX35P

### REQUEST

Approved: \$3,289.84 | Remaining: \$0.00

Report Details | Print/Share | Manage Receipts | Travel Allowance

### Report

Report Header

Report Totals

Report Timeline

Audit Trail

Allocation Summary

Report Payments

Linked Add-ons

Manage Requests

Amount	Receipt	Payment Type	Expense Type
		Cash/Personal Credit Card	Meals and Incidentals
		USBank Visa	Taxi/Shuttle
		USBank Visa	Taxi/Shuttle
		Cash/Personal Credit Card	Meals and Incidentals

# Tips and Tricks \* *to Save Time*

## Concur Mobile App



**Manage spending on-  
the-go with the SAP  
Concur mobile app**

Create and submit expense reports, manage travel, and approve invoices anywhere, anytime.



# Tips and Tricks

## *to Save Time*












*Alert Signs—Are a way of letting you know to double-check on an entry (This will not prevent you from submitting)*



*Exceptions must be resolved before submission. (All Exceptions must be cleared before submitting)*

## SAP Concur User Interface Icons

Icon	Name	Description
	Success	Indicates that all required approvals have been processed.
	Add	Indicates that the user can add a new item.
	Delete	Indicates the ability to delete an object.
	Exception	Indicates an exception must be resolved before submission.
	Question	Indicates a question that does not prevent submission.
	Information	Indicates an exception that does not prevent submission.
	Alert	Indicates an exception that does not prevent submission.
	Calendar	Indicates that the user can click the icon to access the calendar popup.
	View Image	Indicates that the user can click the icon to view an image.

# Tips and Tricks \* to Save Time



Alert Signs—Are a way of letting you know to double-check on an entry (This will not prevent you from submitting)

Report Details ▾ Print/Share ▾ Manage Receipts ▾

Alerts↑↓	Comment↑↓	Receipt↑↓	Payment Type↑↓	Expense Type↑↓	Vendor Details↑↓	Date↓↕	Approve
			USBank Visa	Taxi/Shuttle	UBER *TRIP Pomona, California	10/12/2024	\$4 Item
<div data-bbox="33 1350 899 1632"><p>Alerts <span>✕</span></p><p> <b>Warning:</b> This report contains expense(s) outside of the trip dates, please review for accuracy. <a href="#">View</a></p></div>							
			USBank Visa	Taxi/Shuttle	UBER *TRIP Pomona, California	10/11/2024	\$3 Item
				Taxi/Shuttle	UBER *TRIP Pomona, California	10/11/2024	\$ Item
			USBank Visa	Registration Fees/Workshops	EB *ACE WOMENS NETWORK Pomona, California	09/11/2024	\$15
							\$25

# Tips and Tricks \* to Save Time



Adding Comments help the approvers understand the warnings. (This will not prevent you from submitting, but helps speed up the process)



Sent for Payment | Report Number: OYX9UX

## REQUEST

Approved  
\$309.00

Remaining  
\$0.00

[Report Details](#) [Print/Share](#) [Manage Receipts](#)

Alerts	Comment	Receipt	Payment Type	Expense Type	Vendor Details	Date	Approved	
			USBank Visa	Taxi/Shuttle	UBER *TRIP Pomona, California	10/12/2024	\$49.92 Itemized	<a href="#">&gt;</a>
				Taxi/Shuttle	UBER *TRIP Pomona, California	10/11/2024	\$37.94 Itemized	<a href="#">&gt;</a>
				Taxi/Shuttle	UBER *TRIP Pomona, California	10/11/2024	\$5.00 Itemized	<a href="#">&gt;</a>
			USBank Visa	Registration Fees/Workshops	EB *ACE WOMENS NETWORK	09/11/2024	\$159.00	<a href="#">&gt;</a>

Comments: 1

Return Trip was completed on 10/11/24, however, this posting date is on 10/12/24.

Bonnie Li Victorino 10/16/2024