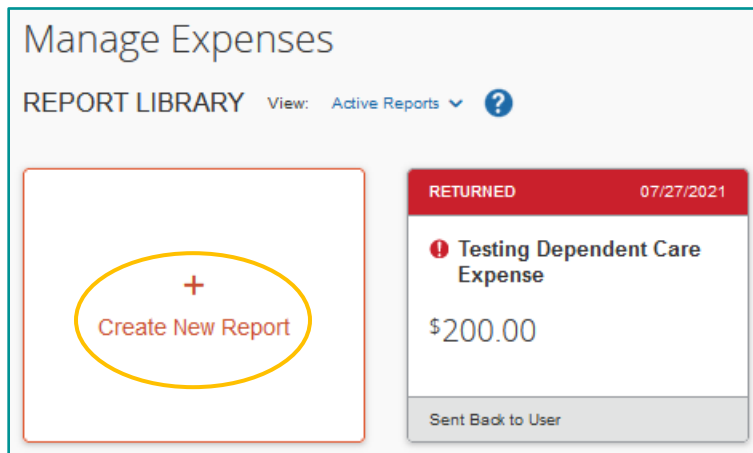




Submit a Report: Non-Travel Expenses

The only way to reconcile charges on the agency and travel cards is by processing them on a Report in Concur. If a cardholder accidentally uses their travel card for personal expenses or non-travel UA expenses (e.g. they used their travel card instead of their ProCard), they must assign them to and submit a Report.

1. Click “Create New Report” under Manage Expenses



2. Fill out the Header as accurately as possible
 - a. Use the most appropriate Trip Purpose for non-travel UA expenses and “Other” for personal expenses
 - b. Include a brief explanation regarding the accidental charge in the Trip Description and comments
 - c. Set travel dates as date of earliest transaction
 - d. Leave as default funding if personal expenses, change to appropriate funding source if non-travel UA expenses

Report Header

Accidental Card Charge | \$100.00

Trip Name *

Trip Purpose *

Trip Description *

Trip Type *

Traveler Type *

Business Travel Start Date *

Business Travel End Date *

Did this trip include personal travel? *

Personal Travel Dates



3. Since no travel commenced, do not enter a Travel Allowance
4. Add the Expenses using the most appropriate Expense Type
 - a. Personal expenses are always Expense Type “Personal/Non Reimbursable” even if a different Expense Type would apply if it were for UA business

Accidental Card Charge \$0.00

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[Add Expense](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#) [Combine Expenses](#) [Move to](#)

<input type="checkbox"/>	Comments ↑↓	Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date ☰	Amount ↑↓	Requested ↑↓
<input type="checkbox"/>			zNotUsed-IBCP	Personal/Non Reimbursable	Cafe Monte Fairbanks, Alaska	07/10/2020	\$45.76	\$0.00
<input type="checkbox"/>			zNotUsed-IBCP	Personal/Non Reimbursable	Cafe Monte Fairbanks, Alaska	07/10/2020	\$45.76	\$0.00

- b. Most non-travel UA expenses are represented; otherwise, use Expense Type “Miscellaneous”

Accidental Card Charge \$68.23

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<input type="checkbox"/>	Comments ↑↓	Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date ☰	Amount ↑↓	Requested ↑↓
<input type="checkbox"/>			zNotUsed-IBCP	Supplies	Office Warehouse Seattle - King St. Station, UNITED STATES	08/15/2022	\$68.23	\$68.23

5. Attach Receipts as required
 - a. Personal expenses do not require receipts, regardless of amount
 - b. Non-travel UA expenses require receipts
6. Audit rule requires a Request for all Reports
 - a. Reports with only “Personal/Non Reimbursable” expenses are auto exempt from the audit rule; Exception does not fire with submission
 - b. Reports with any other Expense Type trigger an Exception; contact the Travel Administrator, Travel Auditor, or Company Admin to request exemption from the audit rule
7. Verify all information is complete and correct then Submit Report
 - a. Personal Expenses – A payroll deduction is initiated
 - b. Non-Travel UA Expenses – If Concur cannot apply the correct account code, the department must JV the expense to the correct account code after it hits the operating account in Banner