



Placing T-Card Charges on an Expense Report

Purpose: In Concur, users may have both out of pocket and travel card expenses. These may both be placed on the same expense report. As with most things in Concur, there are multiple ways to do this.

You can add Travel card transactions to an expense report in these ways:

- From the open expense report (Import Expenses)
- From the Credit Card Charges page (Expense > View Transactions)
- From the Available Expenses section (Expense > Manage Expenses)
- From the Quick Task Bar, Available Expenses (another way to reach the same Available Expenses screen)

From the open expense report

ICOFA Conference

+ New Expense **Import Expenses** Details ▾ Receipts ▾ Print / Email ▾

Expense Type	Date	Amount	Exception
Daily Meal Allo...	04/20/2017	\$36.00	⚠ This report contains expense(s) outside of the trip date
Daily Meal Allo...	04/21/2017	\$25.00	⚠ This report contains expense(s) outside of the trip date

Expenses Move ▾ Delete Copy View ▾ <<

<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requested
<i>Adding New Expense</i>				
<input type="checkbox"/>	04/21/2017 ⚠	Daily Meal Allowance Miami, Florida	\$25.00	\$25.00
<input type="checkbox"/>	04/21/2017 📄	Airfare A Soriano Aviation	\$220.00	\$220.00
<input type="checkbox"/>	04/20/2017 ⚠	Daily Meal Allowance Miami, Florida	\$36.00	\$36.00

To add Travel card transactions within the open report:

1. From within the created report, click Import Expenses.
2. Drag and drop the chosen expense line, or click the checkbox and select Move.



The screenshot shows the 'Expenses' section on the left and the 'Available Expenses' section on the right. The 'Expenses' table has columns for Date, Expense Type, Amount, and Requested. The 'Available Expenses' table has columns for Expense Detail, Expense Type, Source, Date, and Amount. A red box highlights the 'Move' button in the 'Available Expenses' section, and a red arrow points from it to the 'Expenses' table.

- a. Once moved, click on the expense line to open.
- b. Verify or update the Expense Type classification of the imported credit card transactions
- c. Additional details or receipts may be required.
- d. Once complete, click **Save**.

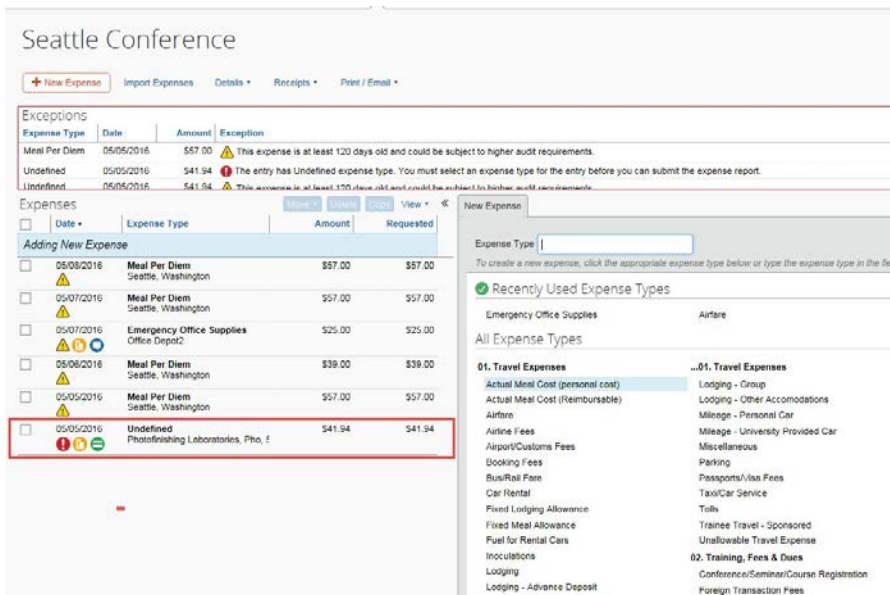
From the Manage Expenses Section

The screenshot shows the 'Manage Expenses' section. At the top, there is a navigation bar with 'CONCUR', 'Requests', 'Expense', 'Approvals', and 'App Center'. Below this, there is a 'Manage Expenses' header. The main content area includes a 'Create New Report' button, two summary cards showing total amounts (\$1,200.00 and \$235.00) and exceptions, and a table of 'AVAILABLE EXPENSES'. The table has columns for Expense Detail, Expense Type, Source, Date, and Amount. A red arrow points to the 'Move' button in the table.

3. From the **Available Expenses** section, select each transaction that you want to assign to the current expense report.
4. Click **Move**.



5. The expense is moved and appears on the left side of the page, with any applicable icons.



- a. Verify or update the Expense Type classification of the imported credit card transaction
- b. Additional details or receipts may be required

From Available Expenses on the Concur Home Page

- From the Concur home page, on the Quick Task Bar, click the Available Expenses link.

or

- On the task bar at the top of the screen, click Expense > Manage Expenses, on the sub-menu. The Available Expenses section appears (you might need to scroll down).

To assign the transaction to a report:

1. Select a check box next to each appropriate transaction.
2. TIP: Select the uppermost check box to select all transactions.
3. Click Move.
4. Select the name of the appropriate report or To New Report.
 - If you select an existing report, the report opens and the selected transactions are attached to the report.
 - If you select To New Report, the Create a New Expense Report page appears. Enter the report information as usual.



CONCUR | Requests | Expense | Approvals | App Center | Help | Profile

Manage Expenses | View Transactions

Manage Expenses

Exceptions

testing. Reason Codes: Questionable Expenses

Exceptions

AVAILABLE EXPENSES

<input type="checkbox"/> Expense Detail	Expense Type	Source	Date	
<input type="checkbox"/> Motorcycle Dealers Seattle	Undefined	⊖	05/03/2016	
<input type="checkbox"/> Osteopaths Seattle	Undefined	⊖	05/07/2016	\$20.12
<input type="checkbox"/> Membership Clubs (Sports, Recrea S...	Undefined	⊖	05/07/2016	\$46.34
<input type="checkbox"/> Duty Free Store Seattle	Undefined	⊖	05/07/2016	\$34.02
<input type="checkbox"/> Service Stations (with or witho Seattle	Fuel for Rental Cars	⊖	05/08/2016	\$79.19
<input type="checkbox"/> TAN Seattle	Airfare	⊖	05/09/2016	\$539.77
<input type="checkbox"/> Lumber and Building Materials St Se...	Undefined	⊖	05/09/2016	\$27.26
<input checked="" type="checkbox"/> Automobile Parking Lots and Gara S...	Parking	⊖	05/09/2016	\$37.40

Move ▾

To New Report testing

Seattle Conference