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

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.
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**

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.

- Verify or update the Expense Type classification of the imported credit card transaction
- 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.
## Manage Expenses

### AVAILABLE EXPENSES

<table>
<thead>
<tr>
<th>Expense Detail</th>
<th>Expense Type</th>
<th>Source</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motorcycle Dealers Seattle</td>
<td>Undefined</td>
<td></td>
<td>05/03/2016</td>
<td>$29.12</td>
</tr>
<tr>
<td>Osteopaths Seattle</td>
<td>Undefined</td>
<td></td>
<td>05/07/2016</td>
<td>$34.02</td>
</tr>
<tr>
<td>Membership Clubs (Sports, Recrea...</td>
<td>Undefined</td>
<td></td>
<td>05/07/2016</td>
<td>$46.34</td>
</tr>
<tr>
<td>Duty Free Store Seattle</td>
<td>Undefined</td>
<td></td>
<td>05/07/2016</td>
<td>$79.19</td>
</tr>
<tr>
<td>Service Stations (with or without)</td>
<td>Fuel for Rental Cars</td>
<td></td>
<td>05/06/2016</td>
<td>$539.77</td>
</tr>
<tr>
<td>TAN Seattle</td>
<td>Airfare</td>
<td></td>
<td>05/06/2016</td>
<td>$27.26</td>
</tr>
<tr>
<td>Lumber and Building Materials St Se...</td>
<td>Undefined</td>
<td></td>
<td>05/06/2016</td>
<td>$37.40</td>
</tr>
<tr>
<td>Automobile Parking Lots and Gara S...</td>
<td>Parking</td>
<td></td>
<td>05/06/2016</td>
<td>$37.40</td>
</tr>
</tbody>
</table>