Step 1:
Highlight the transaction(s) listed in “Available Expenses” section.

Step 2:
Select “Move” then “To New Report”.

Reconcile Airfare and TCard Transactions
November, 2021
Step 3:
You can either add an existing Request by clicking on “Add” under “Requests” or you can fill out the Report Header page. Whichever you select, make sure that under “Trip Type” you select, “Campus – TCard Dept Reconciliation ($0)” or “Hospital – TCard Dept Reconciliation ($0)” depending on whether or not the BU = 01 or 02.

Because you are reconciling airfare booked by the onsite agents and/or reconciling TCard transaction(s), the department will not be charged a Concur Expense Report fee.

Step 4:
Once the Report Header is filled out, click “Next >>” in the top right corner.

Step 5:
This Concur expense report just needs to be submitted by the traveler or the delegate by clicking “Submit Report” in the top right corner.

* Remember, all TCard transactions are loaded onto cardholder’s “Available Expense” section in Concur.