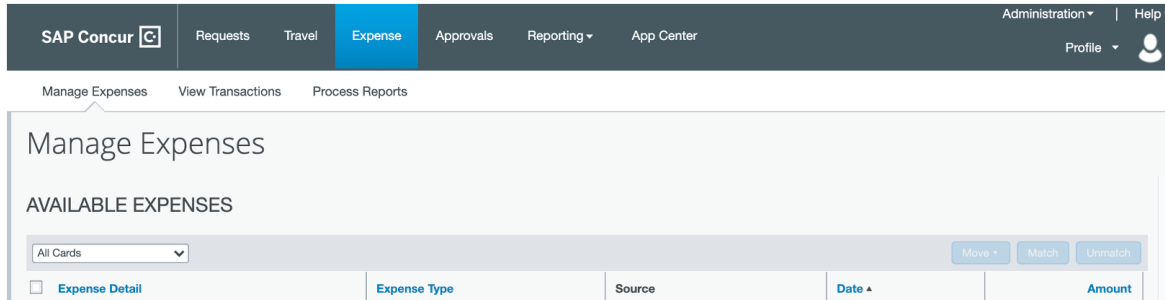


How to Add Credit Card Transactions to an Expense Report in Concur







Adding a Credit Card Transaction from Available Expenses:

1. Click the Expense tab.
2. Scroll down to get to the Available Expenses section.



Assigning transaction(s) to an Expense Report:

1. Select the check box next to each appropriate transaction. TIP: Select the uppermost check box to select all transactions.
2. Click Move (blue button on top right).
3. Select the name of the appropriate report or select "To New Report".
 - If you select an existing report, the report opens, and the selected transactions are attached.
 - If you select "To New Report", the [Create a New Expense Report](#) page appears.
 Attach a corresponding Request and fill out the report information to proceed. The selected transactions will be attached to the new expense report.

All Cards					Move	Match	Unmatch	Delete
<input type="checkbox"/> Expense Detail	Expense Type	Source	Date	Amount				
<input type="checkbox"/> Delta Air Lines SALT LAKE CTY, UT	Airfare		03/03/2021	\$281.83				
<input type="checkbox"/> Delta Air Lines SALT LAKE CTY, UT	Airfare	  	03/04/2021	\$281.83				
<input type="checkbox"/> Delta Air Lines SALT LAKE CTY, UT	Airfare		03/24/2021	\$-281.83				
<input type="checkbox"/> Delta Air Lines SALT LAKE CTY, UT	Airfare		03/24/2021	\$-281.83				

Note: UTravel Airfare card transactions will have a **green** icon; TCard/Hotel transactions will have a **blue** icon in the Source column.

You must have an existing Request ID to create an expense report. If the original Request has been closed/inactivated, you will need to create a new Request.

You may receive Outstanding Credit Card Transaction emails from Concur reminding you to submit an expense report for credit card charges made using a university card. If a refund or credit is anticipated, you may choose to wait to submit an expense report until any refund/credit charges have appeared, so that only one expense report will need to be submitted.

If a refund for an expense report/trip fee is needed, email kevin.ballard@admin.utah.edu. Please include the following info in the mail:

- Subject line: Waive Report Fee, Traveler's name, and the Request ID
 - e.g., *Waive Report Fee Jones, Michael 12CD*
- In the body of the email, please include the date the expense report was submitted, and the reason you are asking for the fee to be waived.

Why am I being asked to do this?

University cards must be reconciled regularly, and we require that all transactions be expensed to facilitate this process (this includes credit or refund charges). An expense report must be created and submitted to substantiate credit card transactions that have been charged to a university card (including a TCard or the university's airfare card used by our Travel Agents). Charges to these cards may include purchased airline tickets, airline ticket change fees, airline ticket refunds, or canceled tickets with a future flight. If an expense report has already been submitted, another report must be created and submitted to expense any refund/credit transactions.

Please note: Fees are charged per expense report. The additional expense report/trip fee will be waived for COVID-19 refunded tickets. Email kevin.ballard@admin.utah.edu after submitting an expense report to obtain a refund.