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 business 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: Active Reports

2. Fill out the Header as accurately as possible
   a. Use the most appropriate Trip Purpose for non-travel UA expenses (to apply correct account code for “Supplies”) 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
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
   b. Most non-travel UA expenses are represented; otherwise, use Expense Type “Miscellaneous”

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