

P-Card Paid for/by Others Expense Report

These instructions will cover how to reconcile P-Card transactions made by you for another traveler.

A **P-Card Travel Expense Report** will be required if travel expenses are paid on your P-Card for other travelers.

Click on any of the links below to skip ahead to that section.

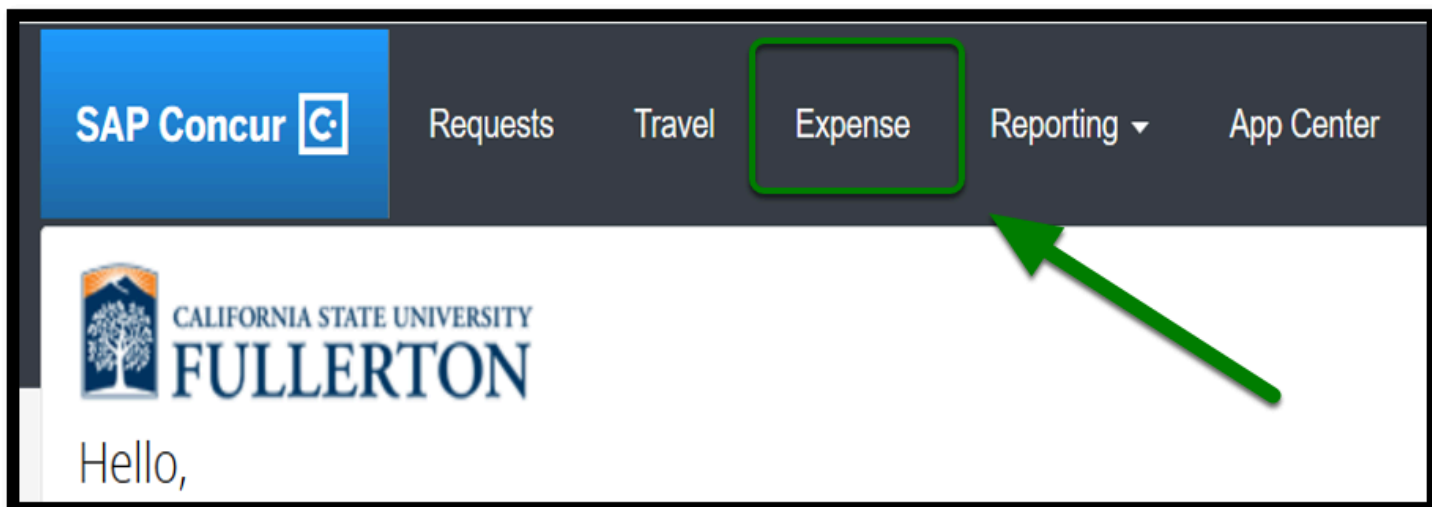
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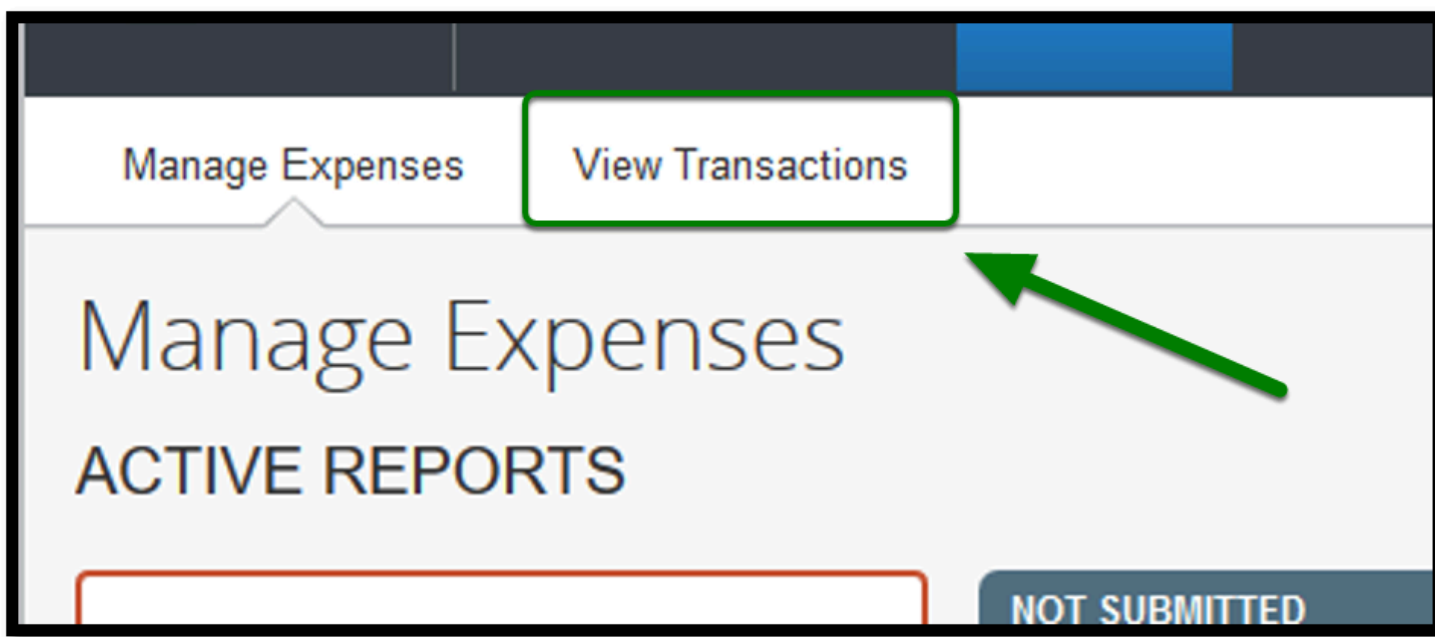
💡 If you need assistance with logging into Concur, please go to [Logging into Concur](#).

How to Add P-Card Transactions to a New Expense Report

Step 1: Click on **Expense** to see your available expense reports.



Step 2: Click on **View Transactions**.



Step 3: From there, select each transaction you would like to add to your expense report by clicking in the checkbox(es).

The image shows two screenshots of a web interface for selecting transactions for an expense report. The top screenshot shows a list of transactions with checkboxes. A green arrow points to the checkbox for the 'RODEWAY INNS' transaction on 06/26/2017. A blue box highlights this checkbox. A blue arrow points from this checkbox to the bottom screenshot. The bottom screenshot shows the same list, but the 'RODEWAY INNS' transaction is now selected (checkbox is checked) and highlighted with a blue background.

Card Activity	Time Period	Date	Description
Test Aux USBank Visa - 6746	All Unused Charges	06/27/2017	Service Stations Fullerton
		06/27/2017	Bus Lines, including Charters, T Fullerton
		06/26/2017	VisaPhone Fullerton
		06/26/2017	RODEWAY INNS Fullerton
		06/25/2017	Drug Stores and Pharmacies Fullerton
		06/25/2017	Fax services Fullerton
		06/25/2017	Drug Stores and Pharmacies Fullerton
		06/24/2017	Toll and Bridge Fees Fullerton

Card Activity	Time Period	Date	Description
Test Aux USBank Visa - 6746	All Unused Charges	06/26/2017	RODEWAY INNS Fullerton
		06/25/2017	Drug Stores and Pharmacies Fullerton
		06/25/2017	Fax services Fullerton

Step 4: After you have selected the expenses, change the dropdown next to 'Add Charges To' and select **New Expense Report**.

Next, click on **Add Selected**. This will create the Report Header.

Add Charges To New Expense Report Add Selected

- New Expense Report
- Nov 2017 Las Vegas, Nevada
- Nov 2017, Las Vegas, Nevada
- Nov 2017, Las Vegas, Nevada
- Nov 2017, Las Vegas, Nevada
- Jun 2017, Las Vegas, Nevada

Undefined

How to Fill Out the Report Header

Step 1: In the Report Header in the Policy field, select **State Travel**.

Report Header

Policy

State Travel

- State Travel
- State P-Card
- Auxiliary P-Card
- Auxiliary Travel

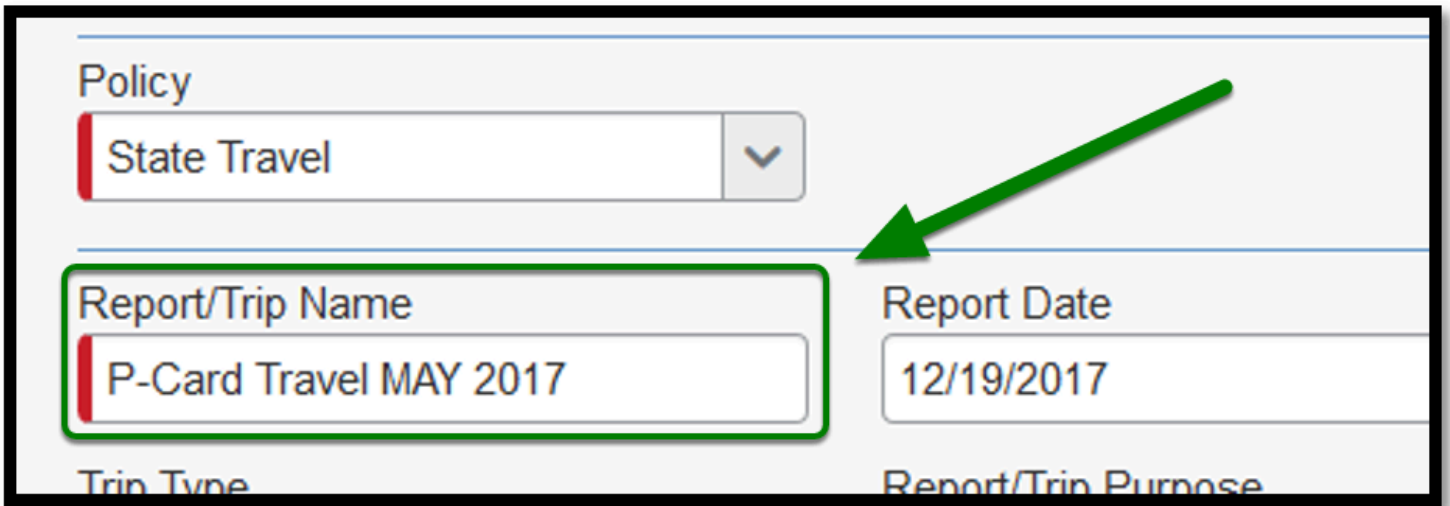
Report Date
12/19/2017

Report/Trip P

Step 2: For the Report/Trip Name follow the naming convention listed below:

P-Card Travel [Month] [Year]

Ex: P-Card Travel MAY 2017



Policy
State Travel

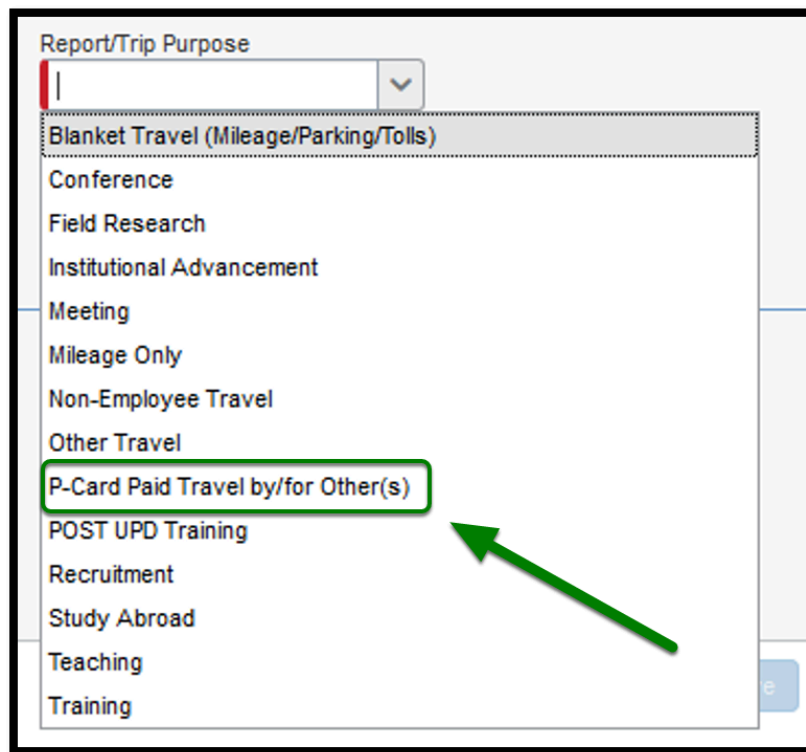
Report/Trip Name
P-Card Travel MAY 2017

Report Date
12/19/2017

Trip Type

Report/Trip Purpose

Step 3: Next, click on the drop down for 'Report/Trip Purpose' and select **P-Card Paid Travel by/for Other(s)**.



Report/Trip Purpose

Blanket Travel (Mileage/Parking/Tolls)

Conference

Field Research

Institutional Advancement

Meeting

Mileage Only

Non-Employee Travel

Other Travel

P-Card Paid Travel by/for Other(s)

POST UPD Training

Recruitment

Study Abroad

Teaching

Training

Step 4: In the Event Name/ Business Purpose, enter the following verbiage:

Reconciling P-Card expenses paid for other employee's travel

Event Name/Business Purpose Reconciling P-Card expenses paid for other employee's travel		Does this trip contain person <input type="text"/>
Division (10238) VP Administration & f	Department ID (10407) Admin & Finance -	
Programs <input type="text"/>	Imported Request ID <input type="text"/>	

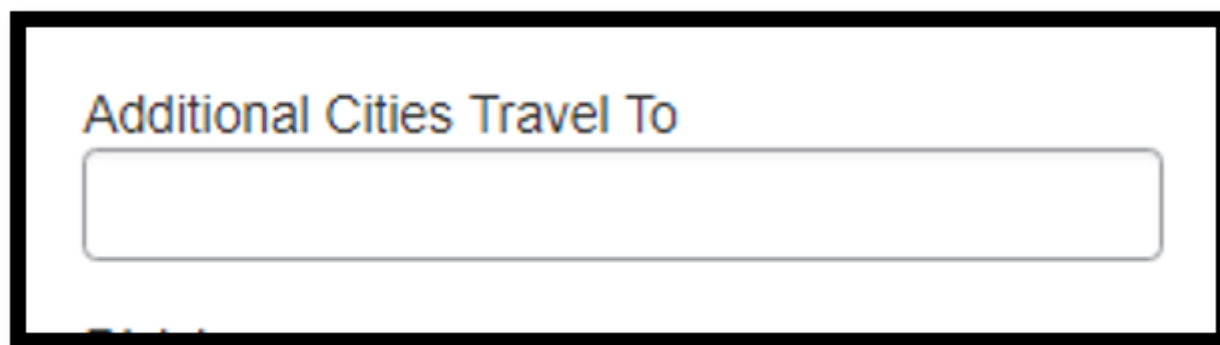
Step 5: In the **Report/Trip Start Date** and **Report/Trip End Date** fields, be sure to enter the billing cycle dates for the month of the transactions.

Report/Trip Start Date 05/26/2017	Start Time 2:00 PM	Report/Trip End Date 06/26/2017
Report/Trip Purpose P-Card Paid Travel by/for Oth	Event Name/Business Purpose Reconciling P-Card expenses paid for other employee's travel	Report Id 916A6AB7F9EB46EAACDE

Step 6: For **Start and End Time**, put 8:00 AM to 5:00 PM.

Report/Trip Name P-Card Travel MAY 2017	Report Date 05/26/2017	Report/Trip Start Date 06/26/2017
Start Time 8:00 AM	Report/Trip End Date 11/08/2017	End Time 5:00 PM

Step 7: For **Additional Cities Traveled To**, list the cities that the traveler's traveled to.

A screenshot of a web form with a black border. At the top, the text 'Additional Cities Travel To' is displayed in a blue, sans-serif font. Below this text is a large, empty rectangular input field with a thin grey border.

Step 8: Once you have filled out all the fields in the Report header, click **Next**.

A screenshot of a web form with a black border. It features two buttons: a blue button with the text 'Next >>' and a light blue button with the text 'Cancel'. A green rectangular box highlights the 'Next >>' button, and a large green arrow points from the left towards this button. To the right of the buttons is a grey vertical dropdown menu with a downward-pointing arrow.

How to Designate Each Expense to an Employee's Transaction

Step 1: From there, your Expense Report will be created listing each expense as line items.

Select (by checking the box), other expenses you would like to allocate to another person's travel.

[+ New Expense](#)
[Import Expenses](#)
[Details ▾](#)
[Receipts ▾](#)
[Print / Email ▾](#)

Exceptions

Expense Type	Date	Amount	Exception
Lodging	06/15/20...	\$1,006.83	❗ Itemization are required for this entry.

Expenses

[Move ▾](#)
[Delete](#)
[Copy](#)
[View ▾](#)
[«](#)

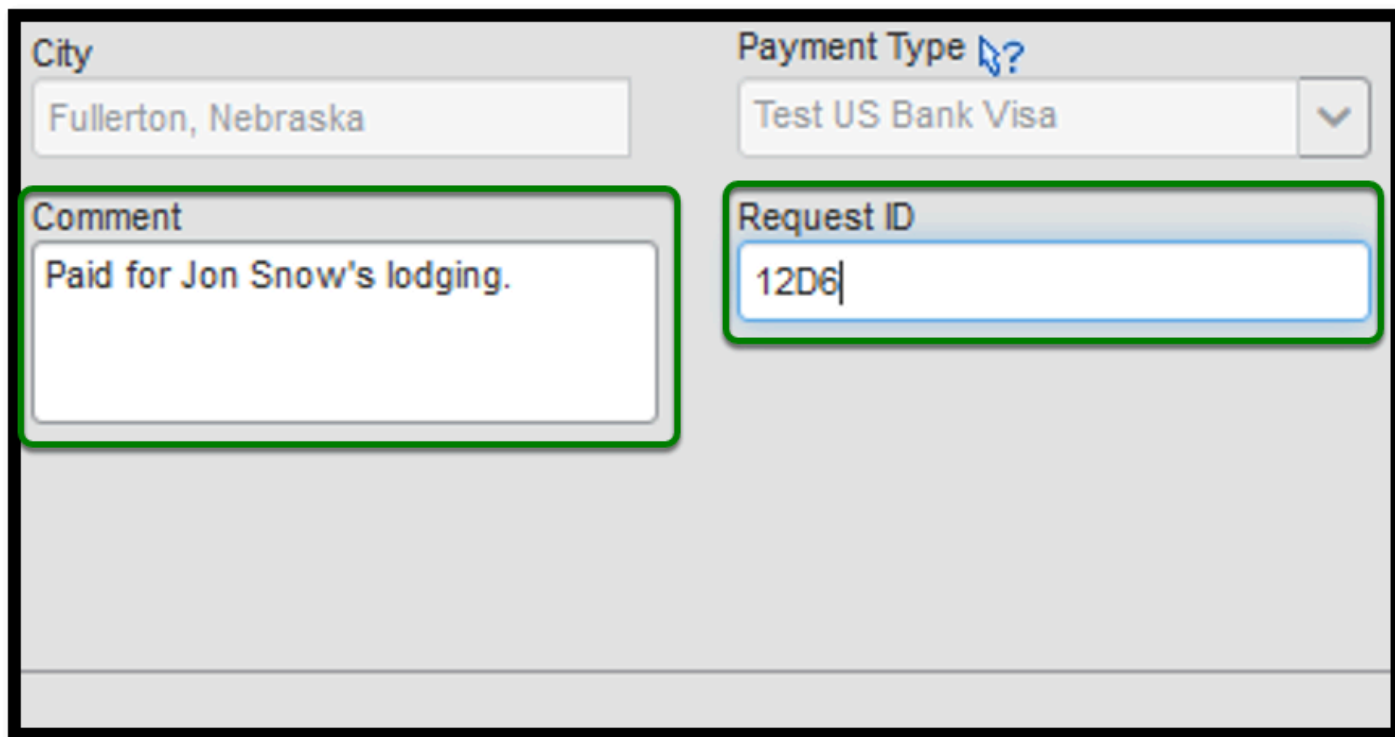
<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requested
<i>Adding New Expense</i>				
<input type="checkbox"/>	06/15/2017 ❗ ⓘ =	Lodging COURTYARD BY MARRIOTT, F	\$1,006.83	\$1,006.83
<input type="checkbox"/>	06/14/2017 ⓘ =	Rental Car AGENCY RENT-A-CAR, Fullerto	\$985.56	\$985.56

Step 2: On the right-hand side for each expense, enter the traveler's Request ID in the **Request ID** field, and enter the traveler's name in the **Comment** field.


If you have an approved Paper Travel Request, enter the Travel Document Number into the **Comments** field.

Ex. **TR178000**

i Repeat these steps for each different expense.




City
Fullerton, Nebraska

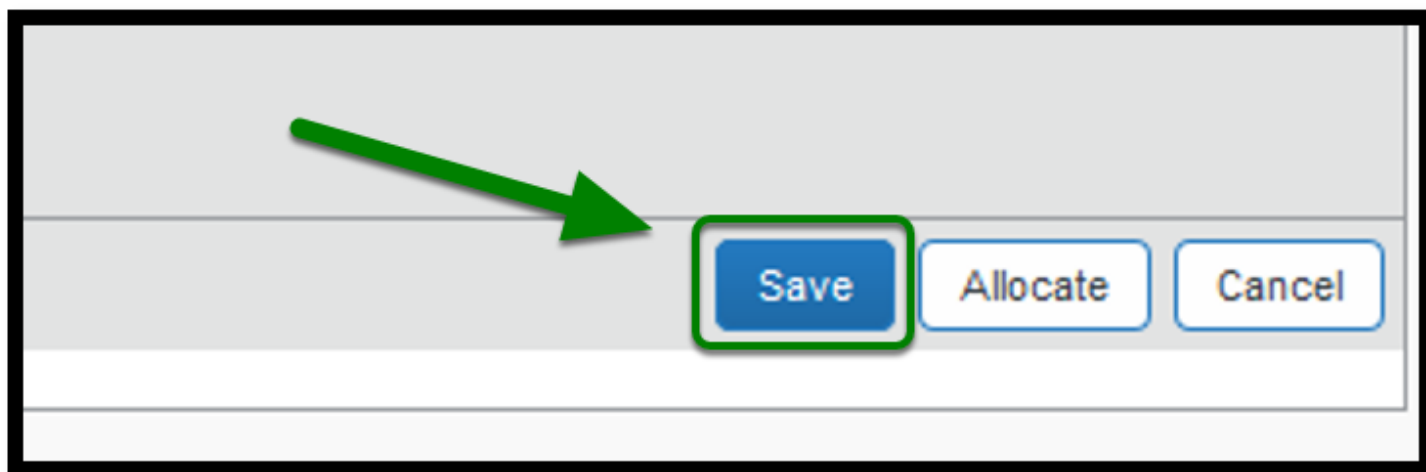
Payment Type 
Test US Bank Visa


Comment
Paid for Jon Snow's lodging.

Request ID
12D6

Step 3: Once you have filled in all the required fields, select **Save**.

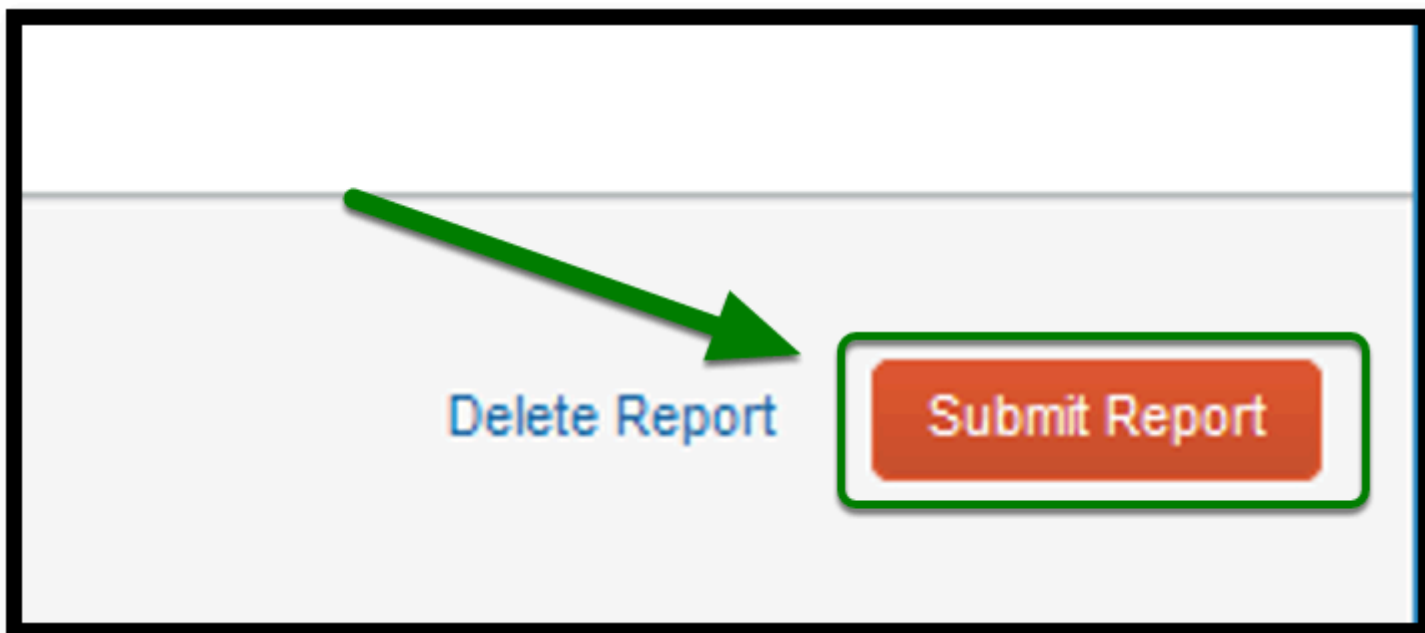
 If you need to allocate an expense, refer to the [Allocating Expenses Travel Request Instructions](#) for more information.





Save Allocate Cancel

Step 4: Lastly, to submit the report, click on **Submit Report** located in the top right corner.



On-Campus Interviews

The cardholder must enter the travel expenses for an on-campus candidate charged to their p-card on this expense report and include (if applicable):

- The candidate's name and assigned TR number in the comment field for each expense charged to a p-card.
- Lodging (itemized by room and taxes per day)
- An itemized receipt

The cardholder must enter the expenses for the interview committee meals with an on-campus candidate charged on their p-card on this expense report and include (if applicable):

- An itemized receipt
- Approved D11
- List of all the attendees are required

Checklist

💡 If you would like to use a checklist, click on the [P-Card Travel Expense Report Checklist](#)

Need more help?



Contact Concur Support at concur@fullerton.edu or at 657-278-3600.