Submitting P-Card Expense Report

These instructions cover how to submit your P-Card Expense Report for approval.

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

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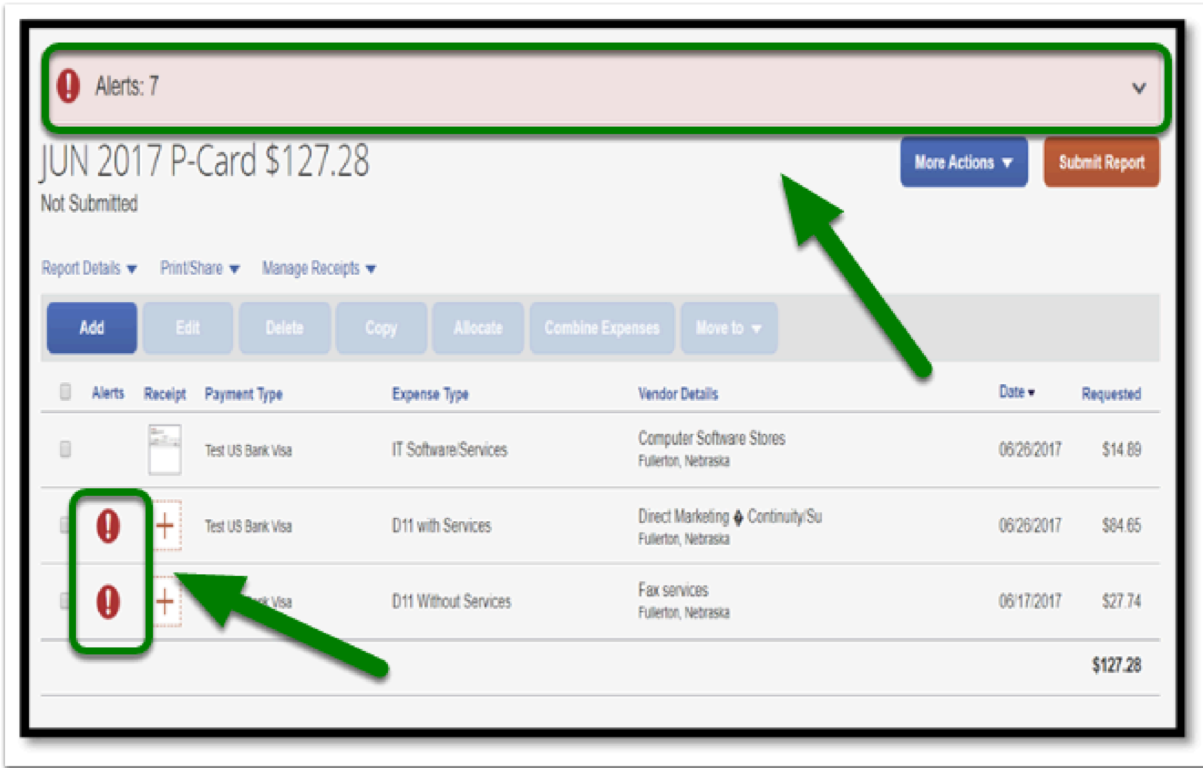
If you need assistance with logging into Concur, please go to Logging into Concur............0.

Exceptions

Step 1: Before submitting your Expense Report, ensure all alerts are resolved.

Make sure all of your expenses have no red exceptions for each icon.



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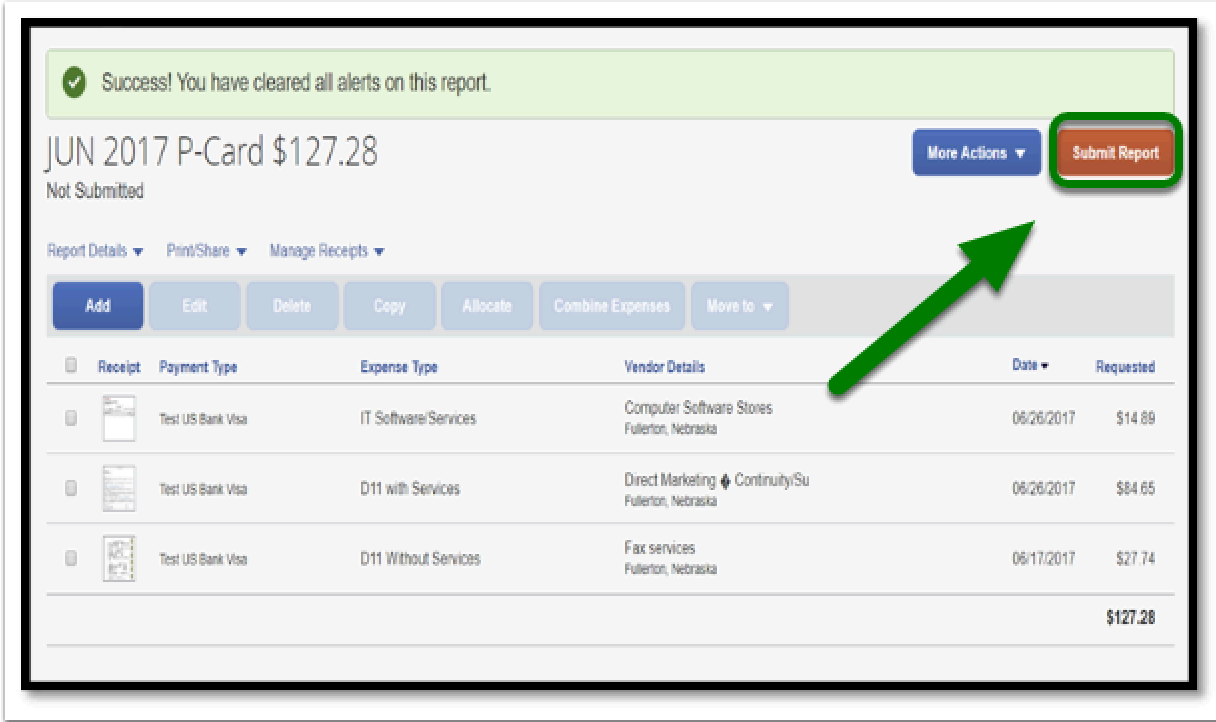
Submitting Expense Report

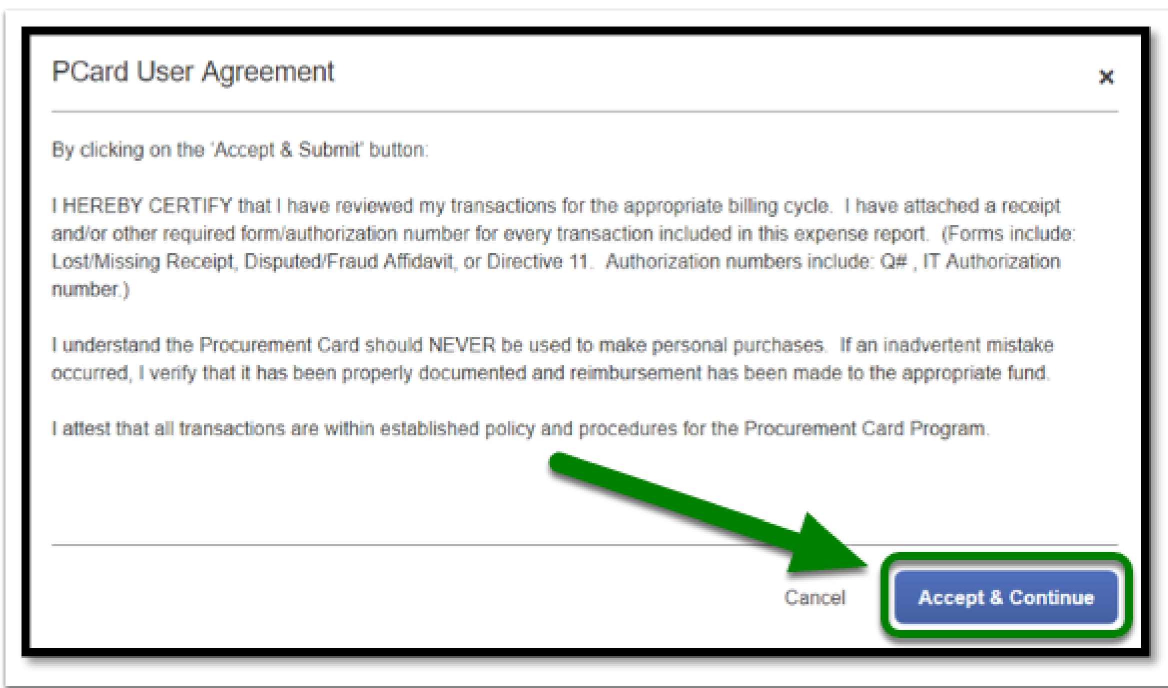
Step 1: Once you reviewed the entire Expense Report and attached all receipts, select the **Submit Report** button.

Note: Your Expense Report will be submitted to your Approver.



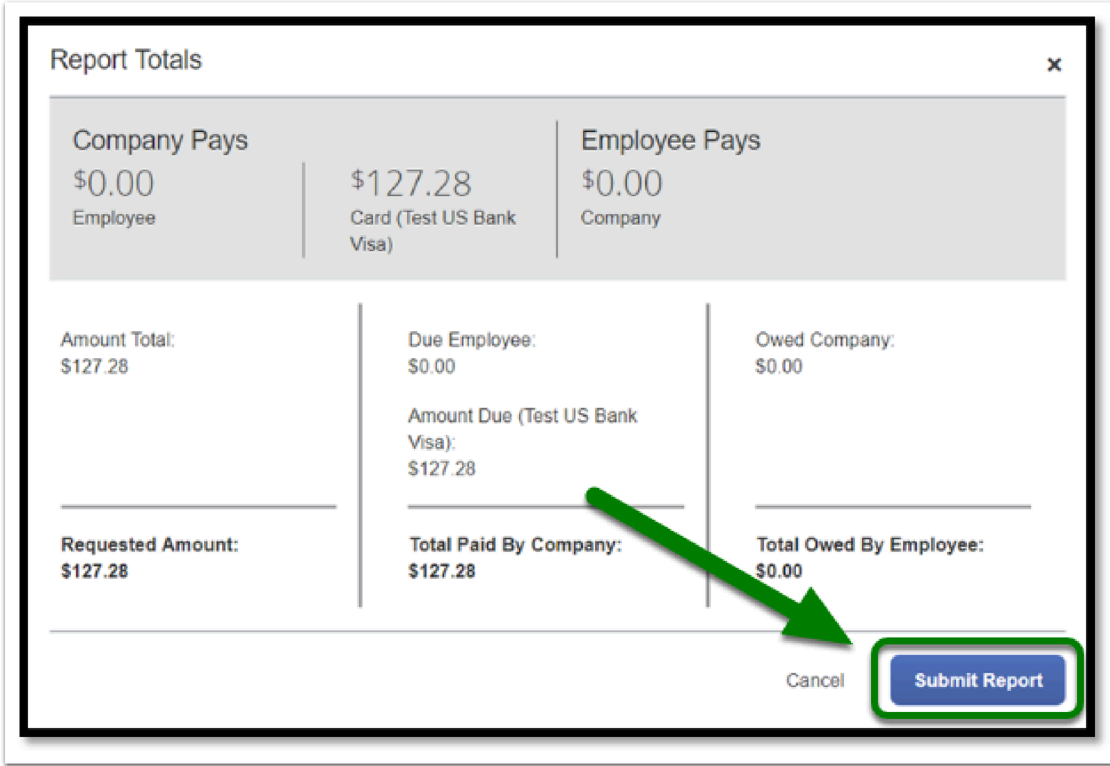
Step 2: A window will pop-up listing the P-Card User Agreement.

Once, you have read the agreement; select the **Accept & Continue** button.



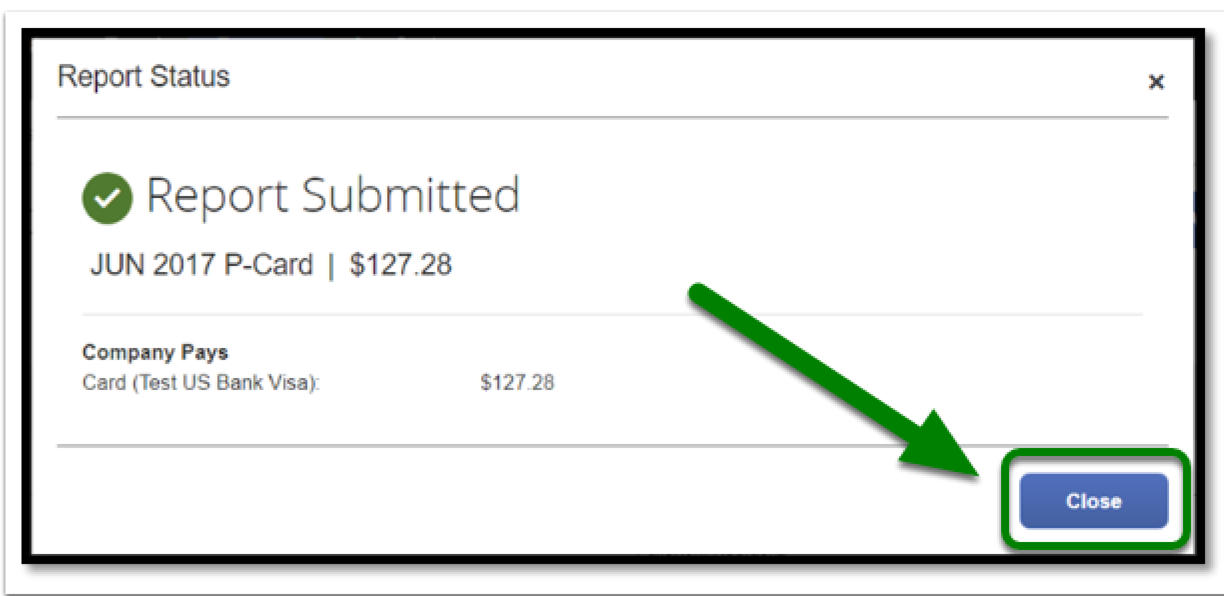
Step 3: A window will pop-up listing the Report Totals that will show a summary of your **Expense Report**.

Select the **Submit Report** button.



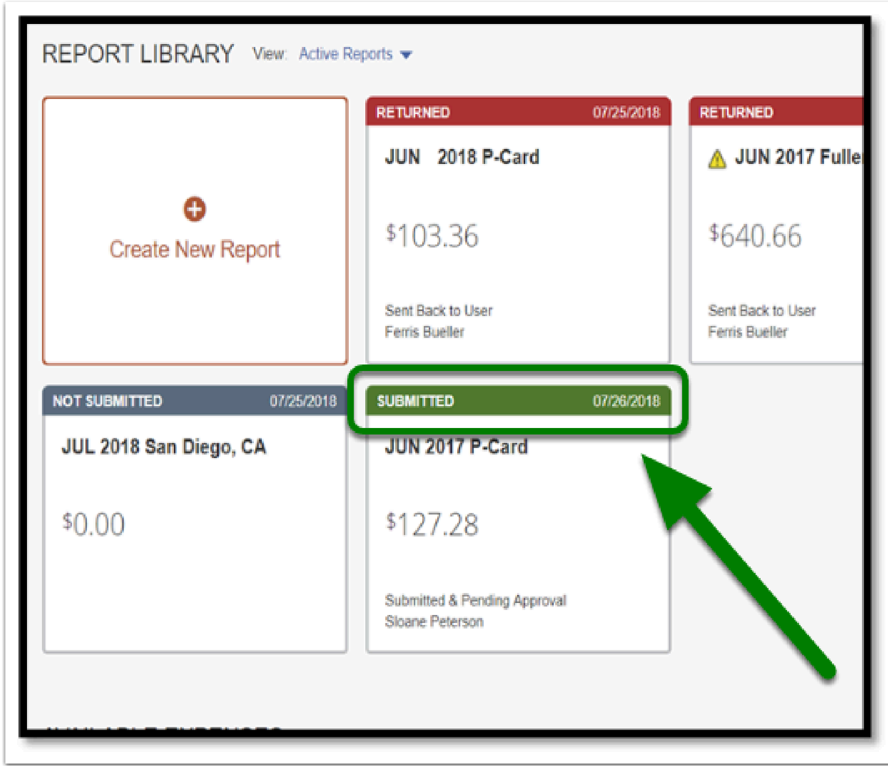
Step 4: The Report Status window will appear letting you know that your report has been submitted.

Select the **Close** button when you are ready to continue.



Step 5: The screen will refresh to the **Manage Expenses** page.

The status will be indicated on your **Expense Report** tile



If you need to edit your P-Card Expense Report, click on [P-Card Goods & Services Expense Report (UI Upgrade)]

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P-Card Expense Report Checklist

If you would like to use a checklist, click on the [P-Card Expense Report Checklist].

Need more help?

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