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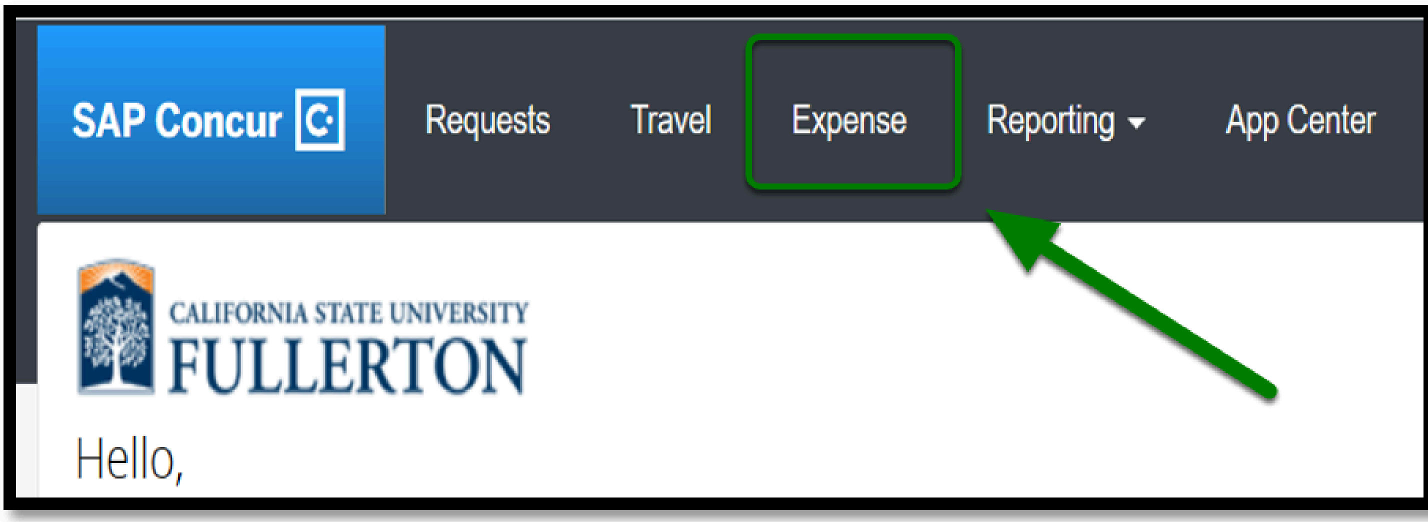
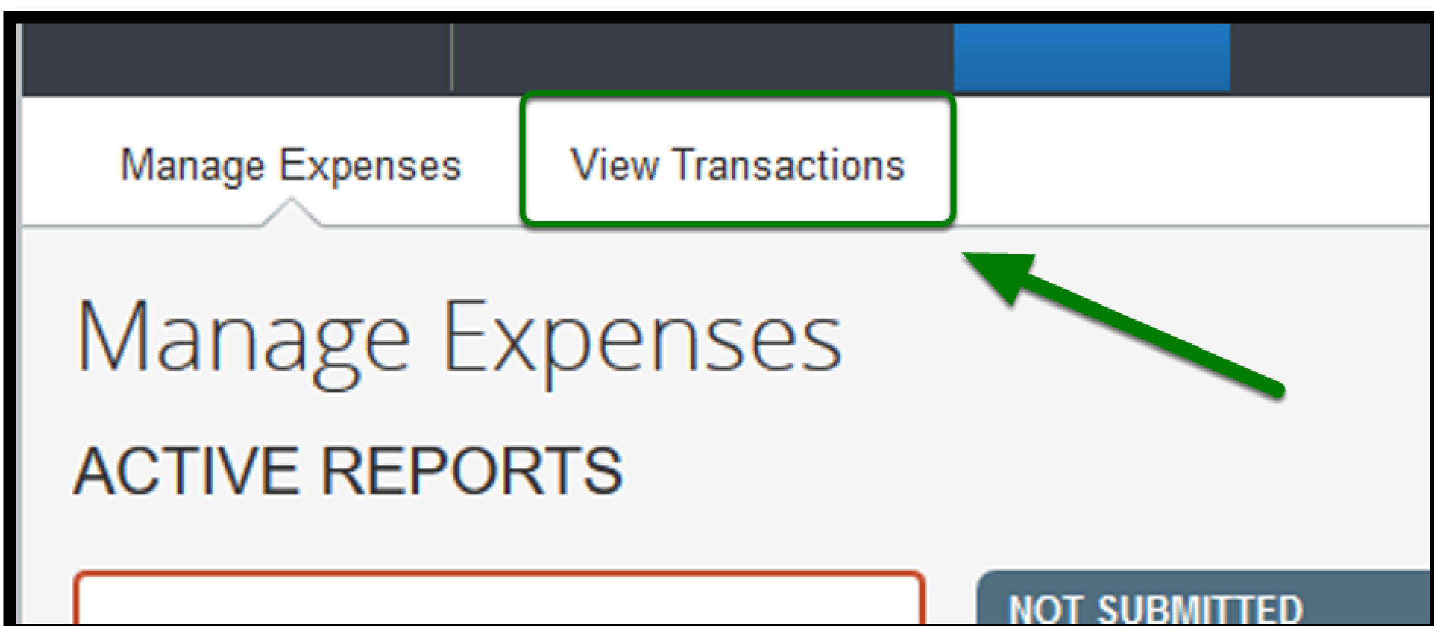
If you need assistance with logging into Concur, please go to [Logging into Concur.]

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

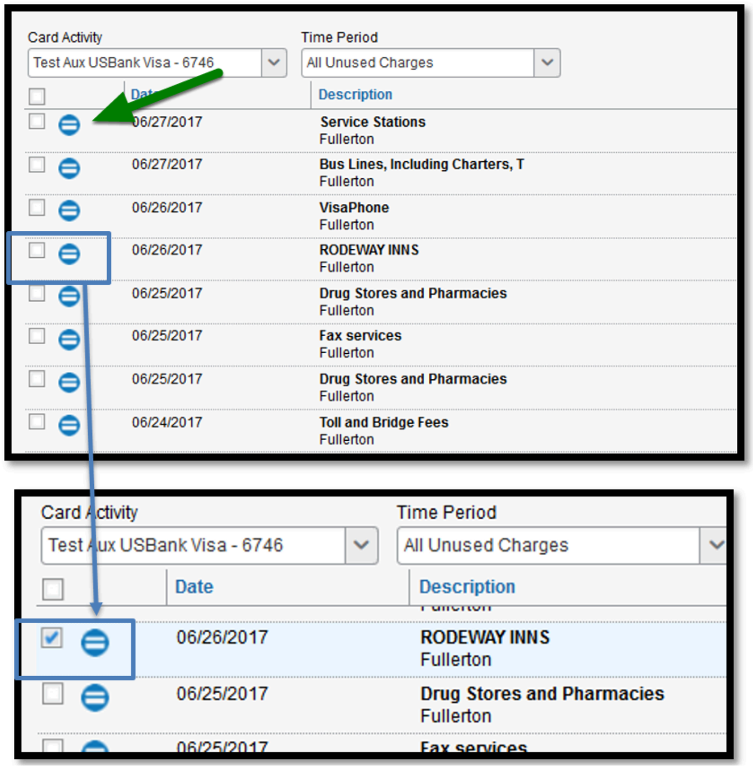
Step 1: Click on **Expense** to see your available expense reports.



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

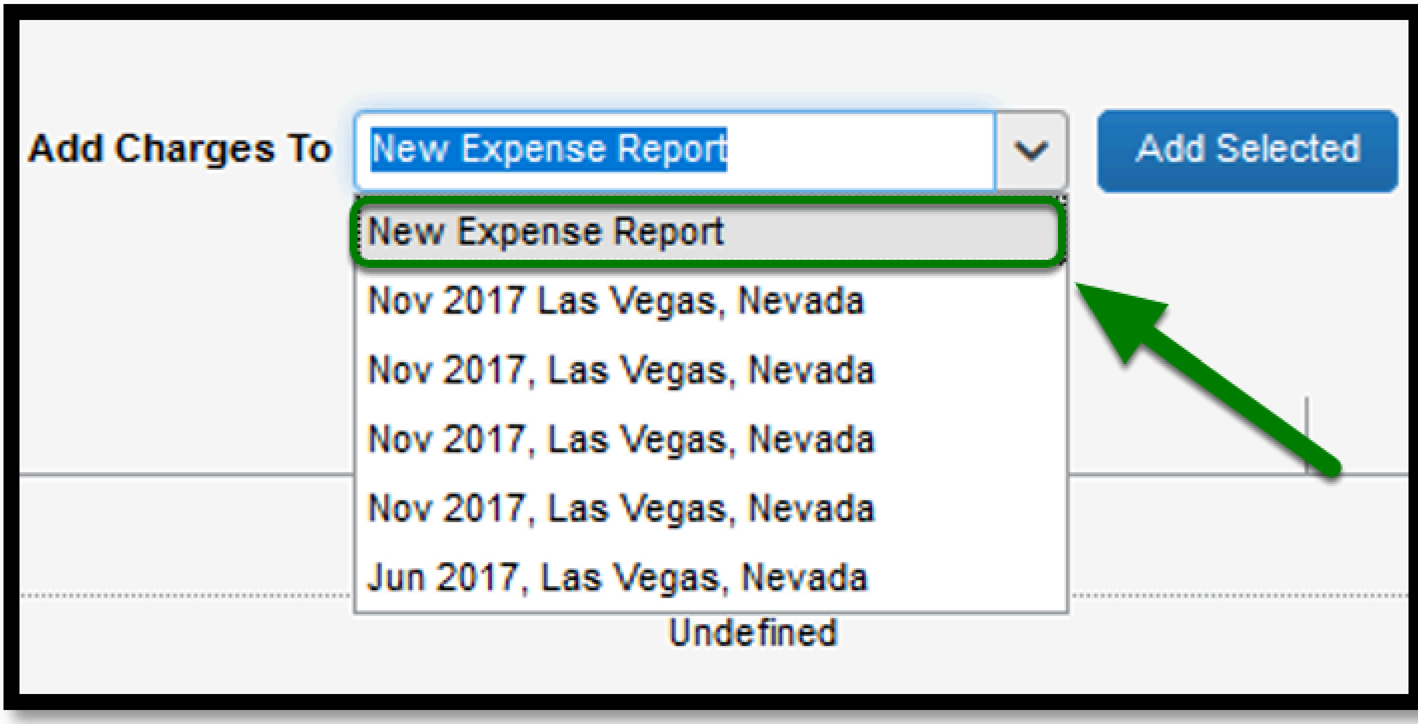


Step 3: From there, select each transaction you would like to add to your expense report by clicking in the checkbox(es).



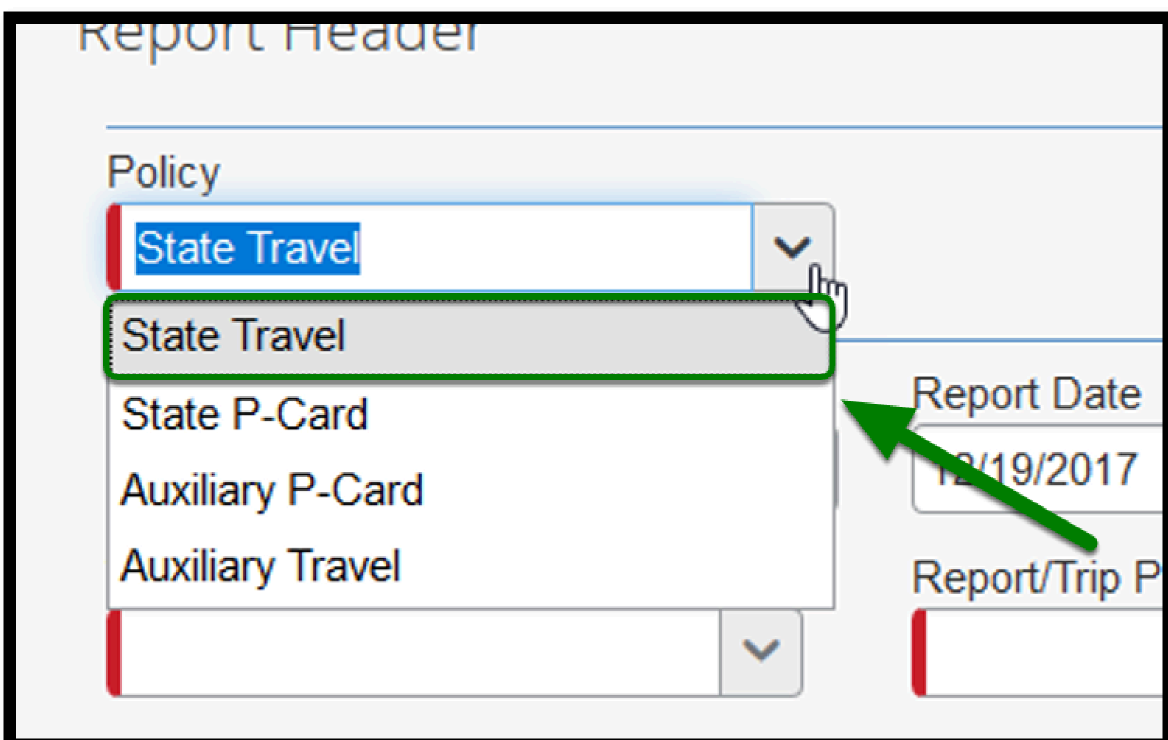
Step 4: After you have selected the expenses, change the dropdown next to 'Add Charges To' and select
New Expense Report.

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



How to Fill Out the Report Header

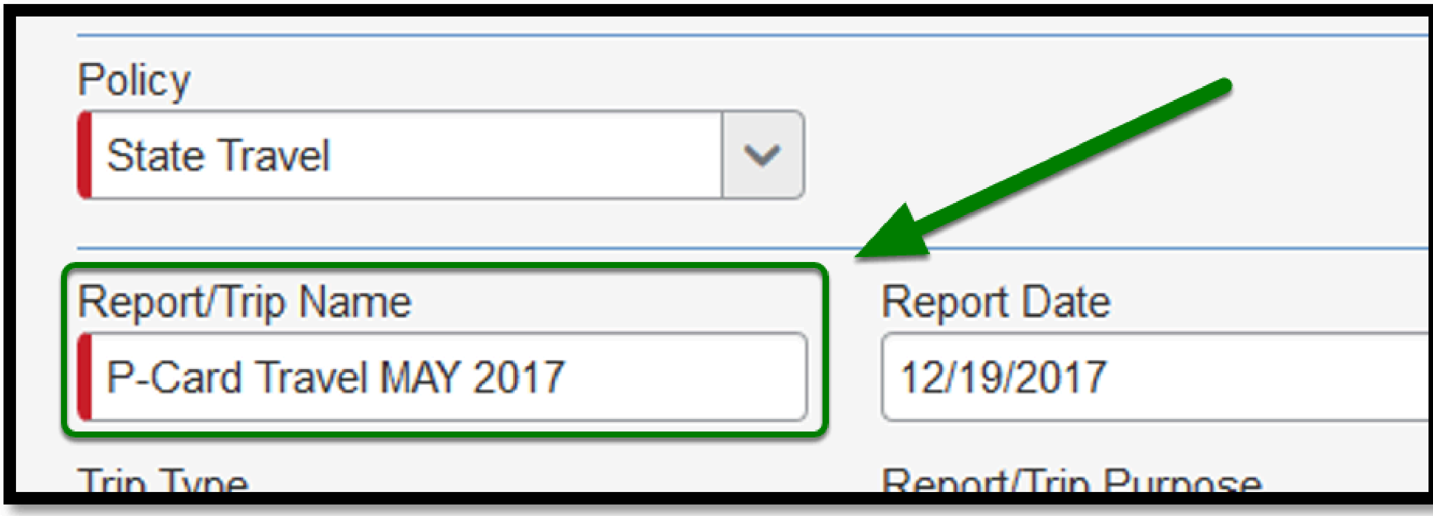
Step 1: In the Report Header in the Policy field, select **State Travel**.



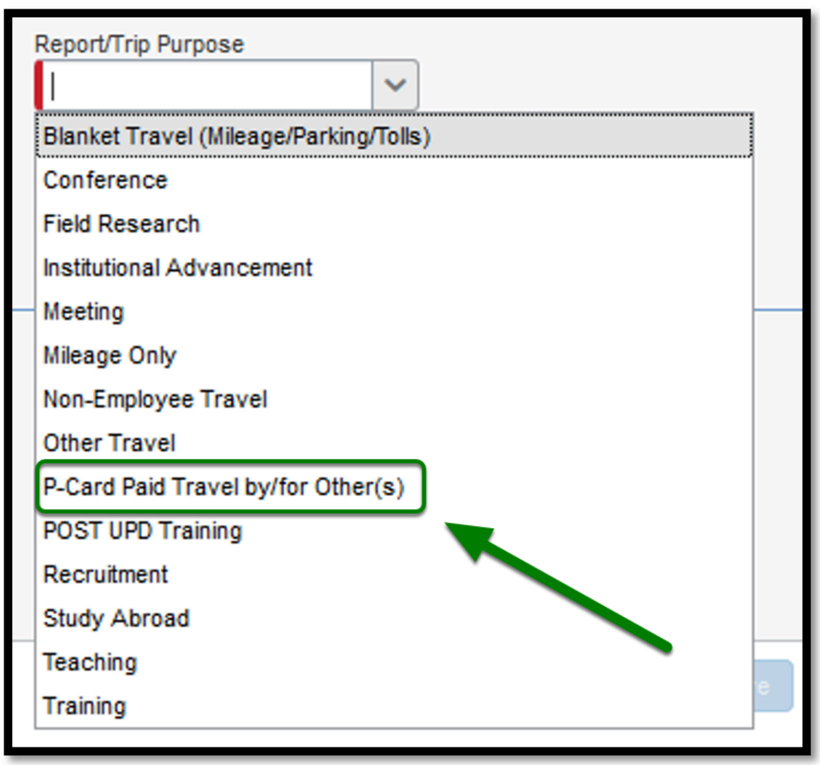
Step 2: For the Report/Trip Name follow the naming convention listed below:

P-Card Travel [Month] [Year]

Ex: P-Card Travel MAY 2017

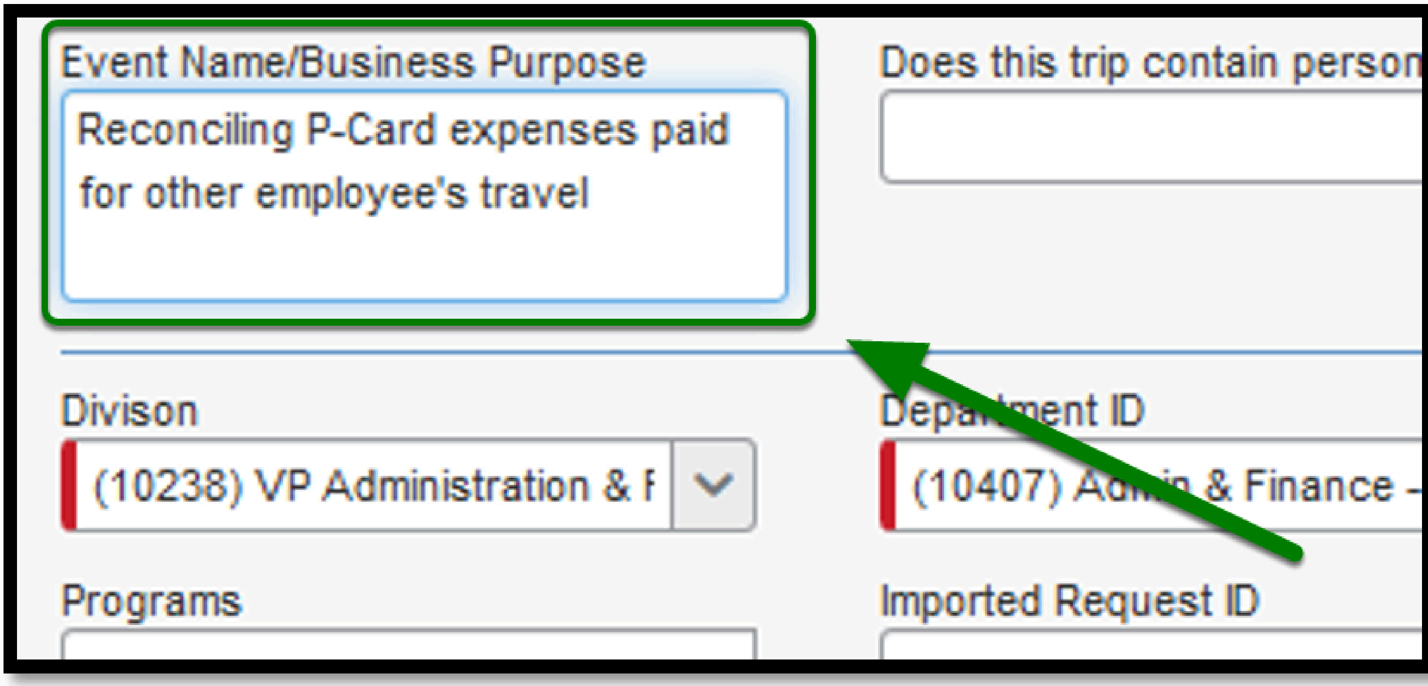


Step 3: Next, click on the drop down for 'Report/Trip Purpose' and select **P-Card Paid Travel by/ for Other(s).**

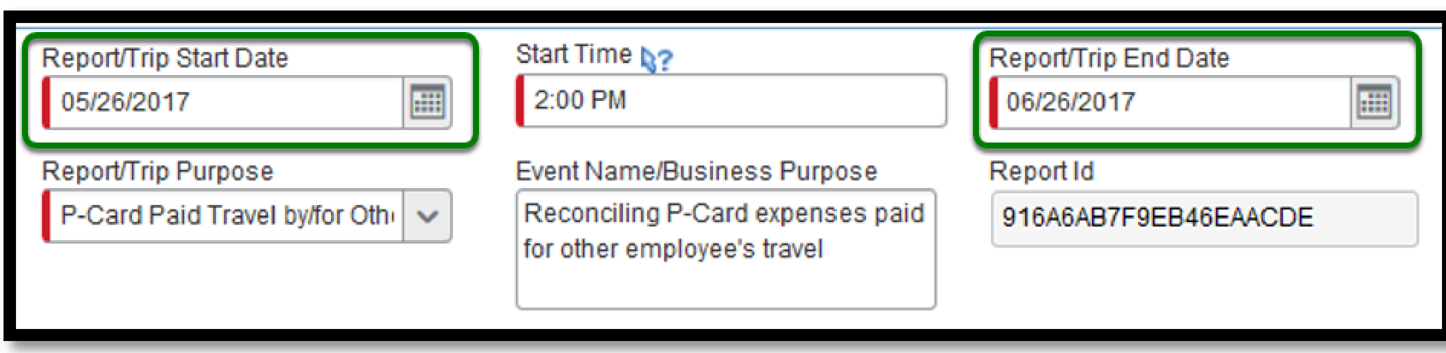


Step 4: In the Event Name/ Business Purpose, enter the following verbiage:

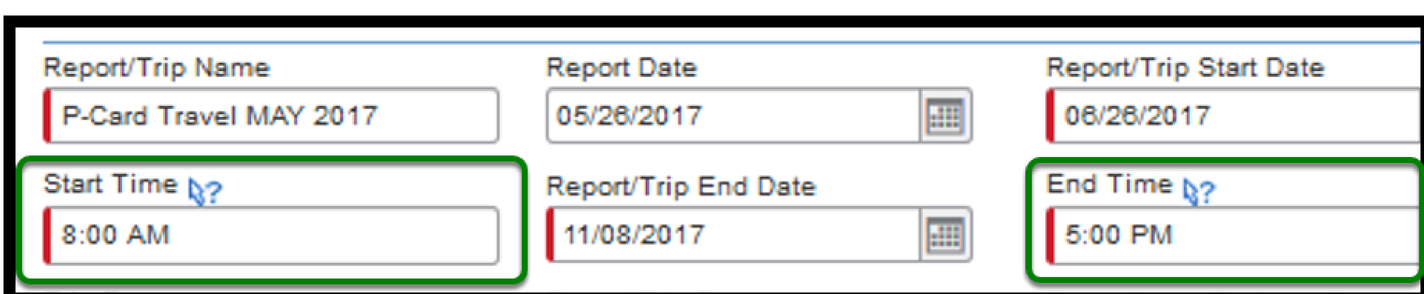
Reconciling P-Card expenses paid for other employee's travel



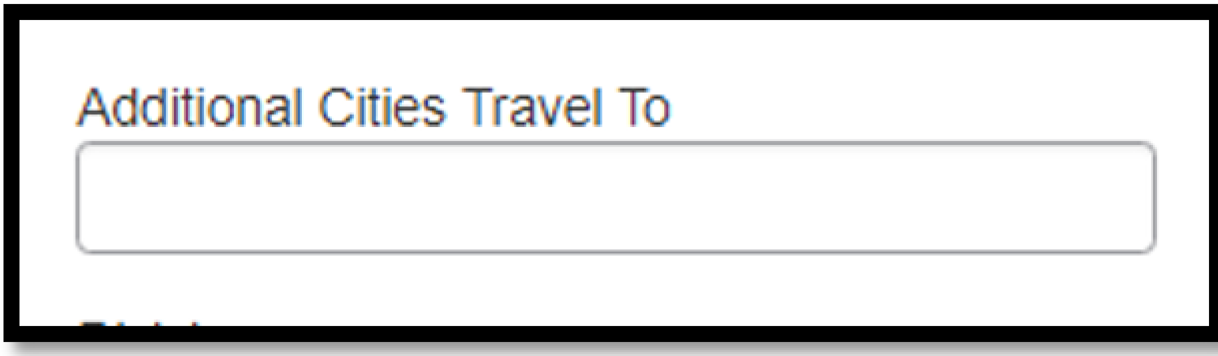
Step 5: In the **Report/Trip Start Date** and **Report/Trip End Date** fields, be sure to enter the billing cycle dates for the month of the transactions**.**



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



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

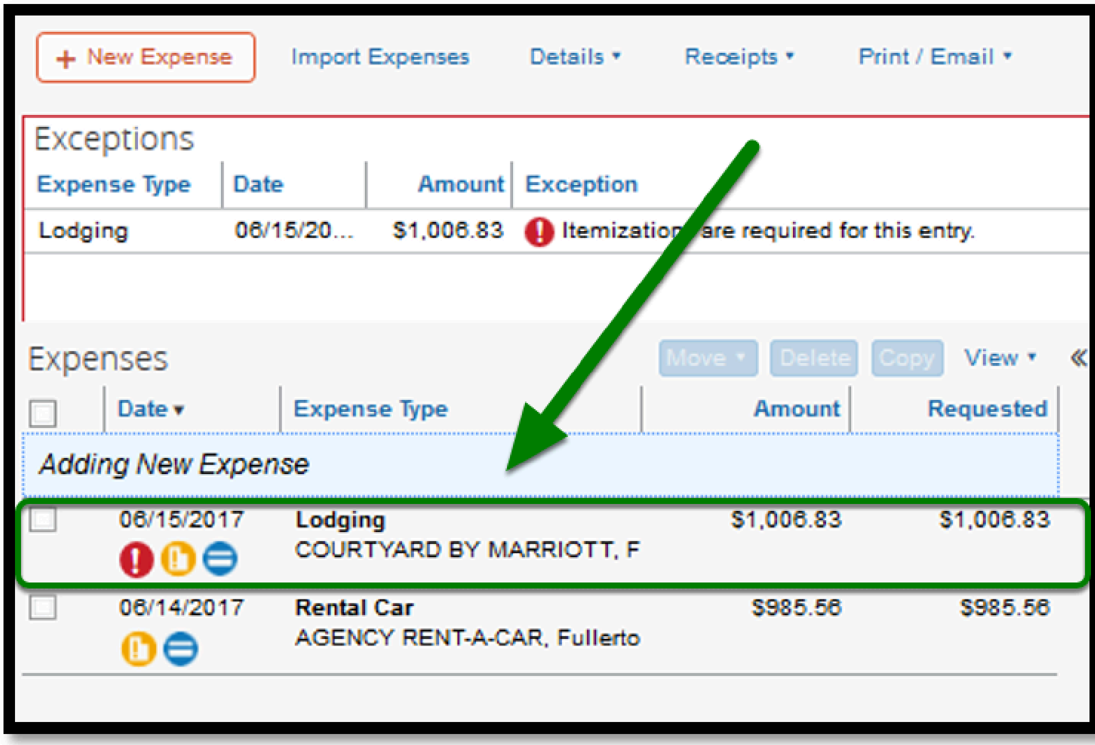


Step 8: Once you have filled out all the fields in the Report header, click **Next.**

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.

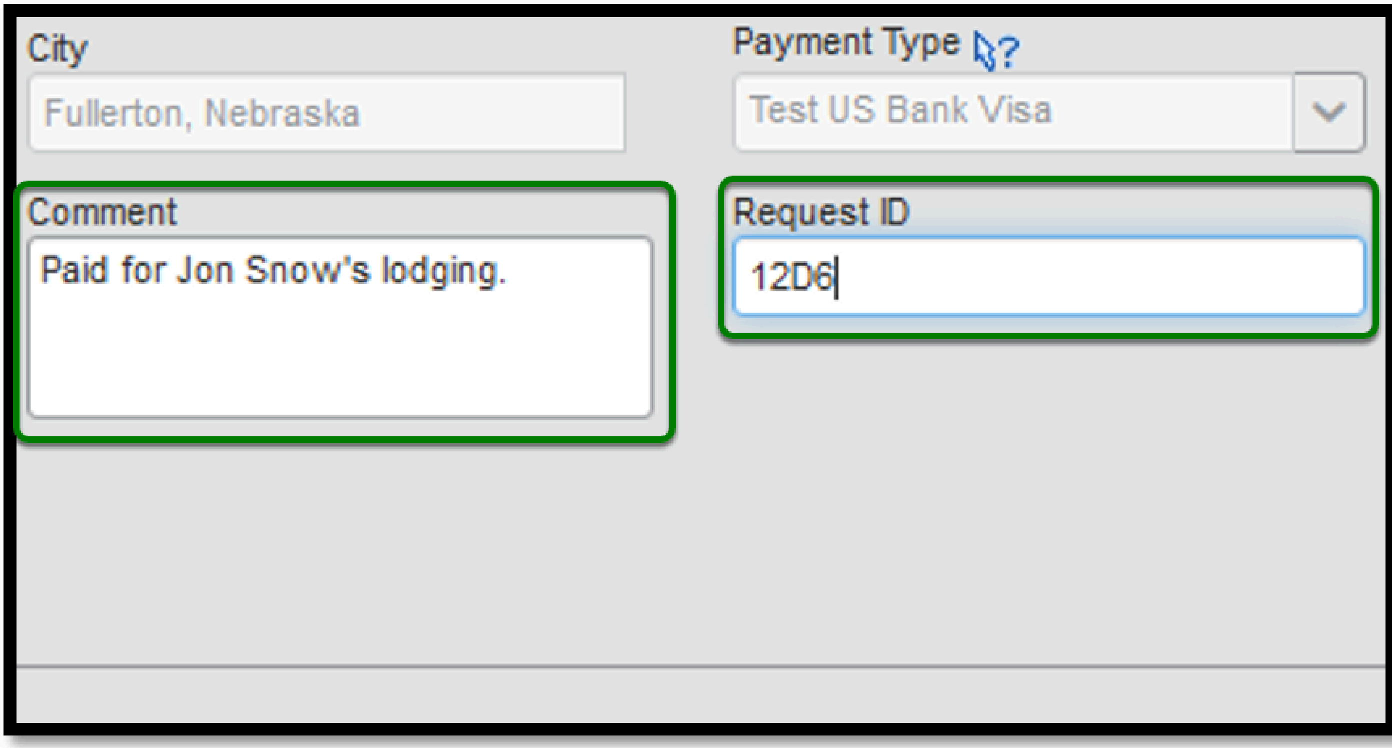


Step 2: On the right-hand side for each expense, enter the traveler's Request ID in the **Request ID** field, and enter the traveler's name in the **Comment** field.

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

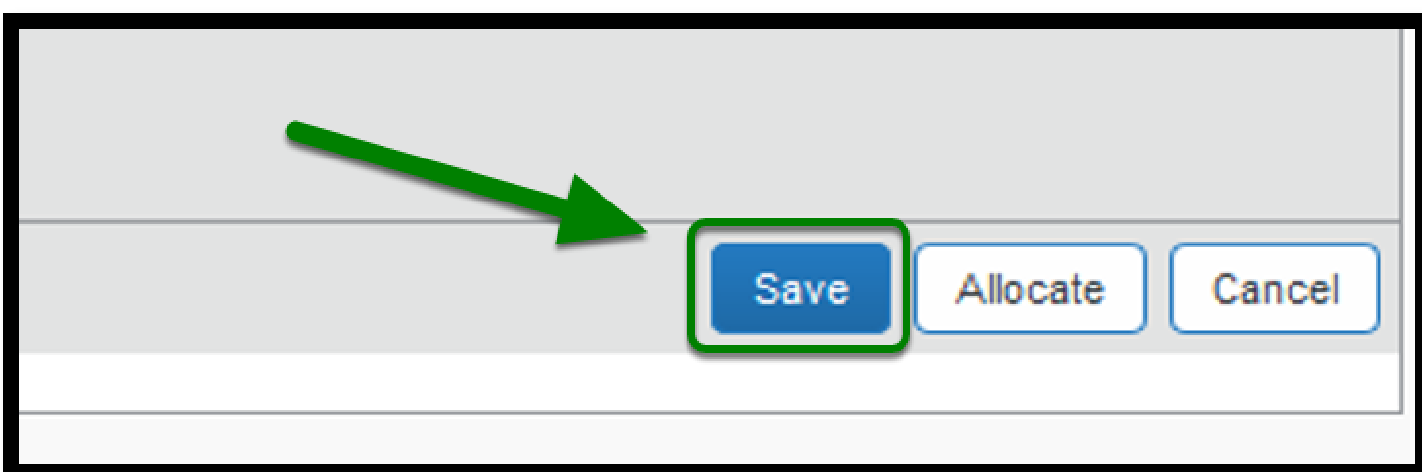
Ex. **TR178000**

Repeat these steps for each different expense.

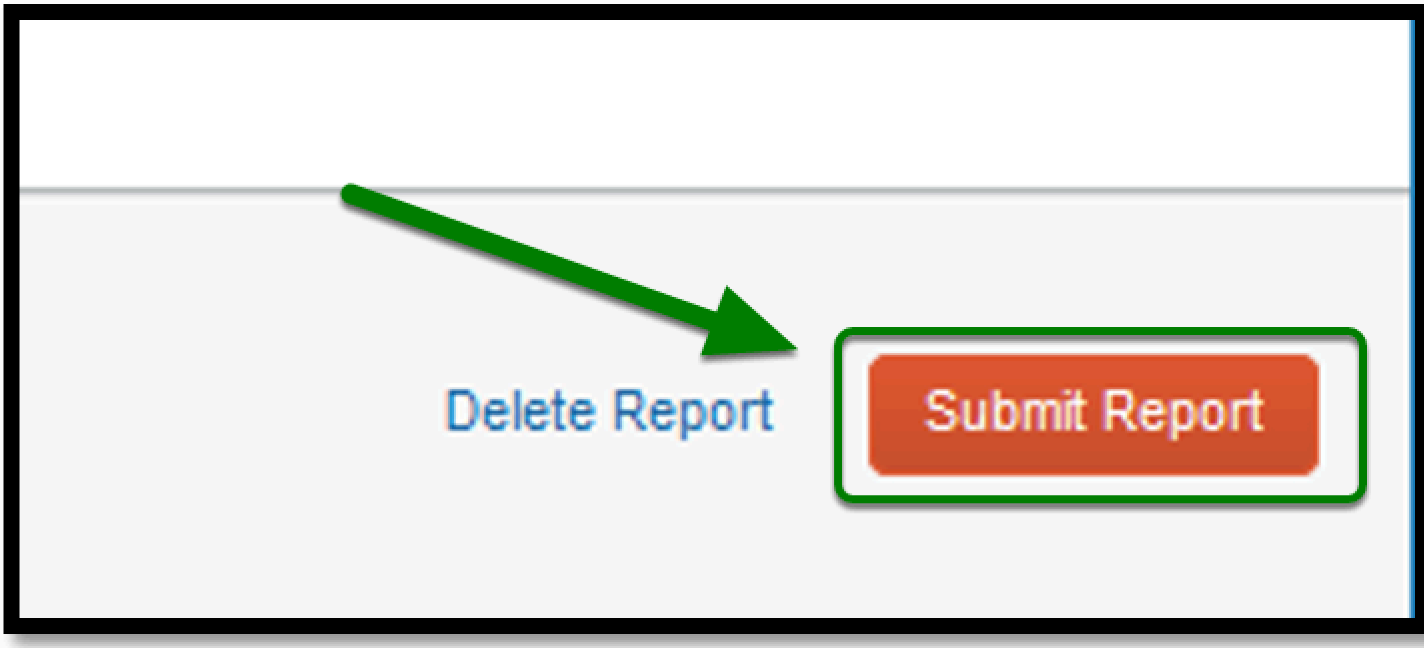


Step 3: Once you have filled in all the required fields, select **Save**.

If you need to allocate an expense, refer to the **Allocating Expenses Travel Request Instructions** for more information.



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.