

# 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.*

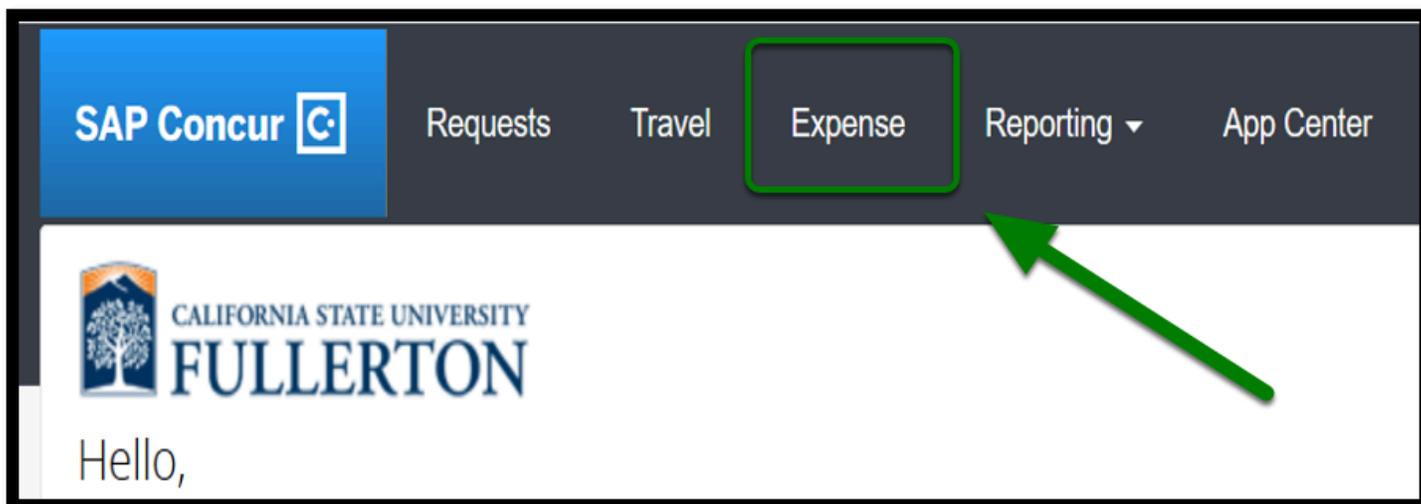
## Table of Contents:

- How to Add P-Card Transactions to a New Expense Report ..... 3
- How to Fill out the Report Header ..... 5
- How to Designate Each Expense to an Employee's Transaction ..... 8
- On-Campus Interviews..... 11

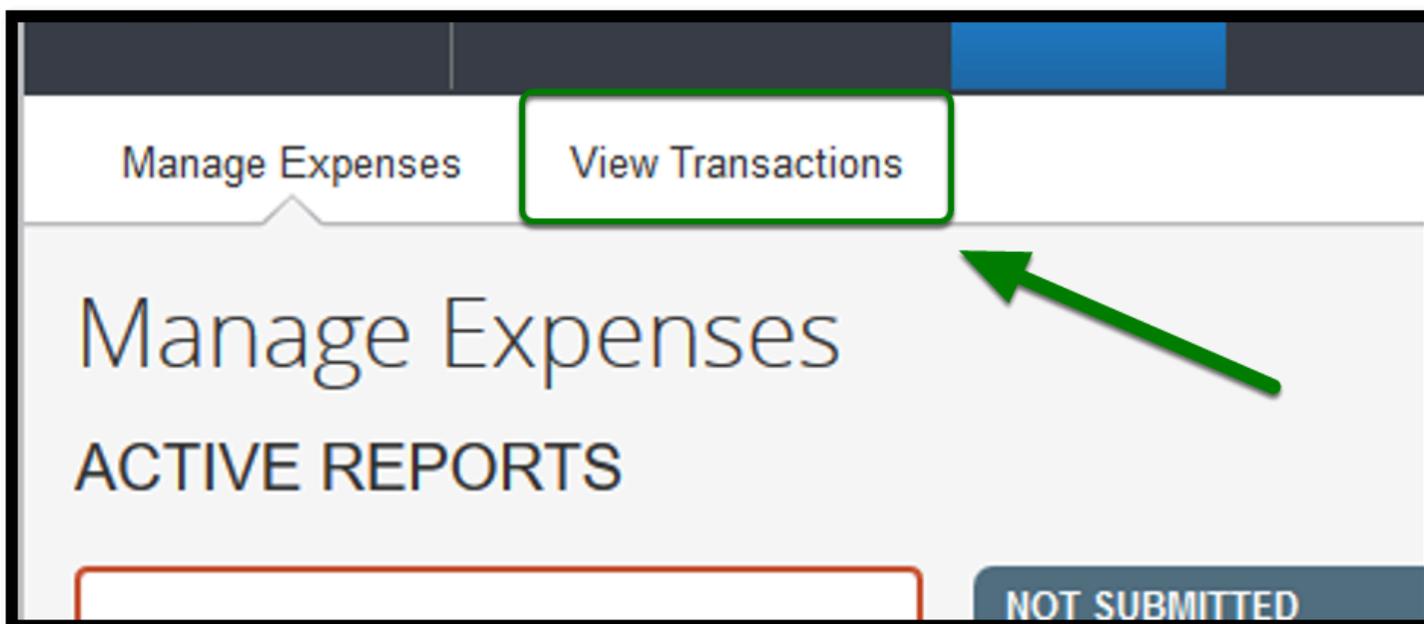
💡 If you need assistance with logging into Concur, please go to [Logging into Concur](#).

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

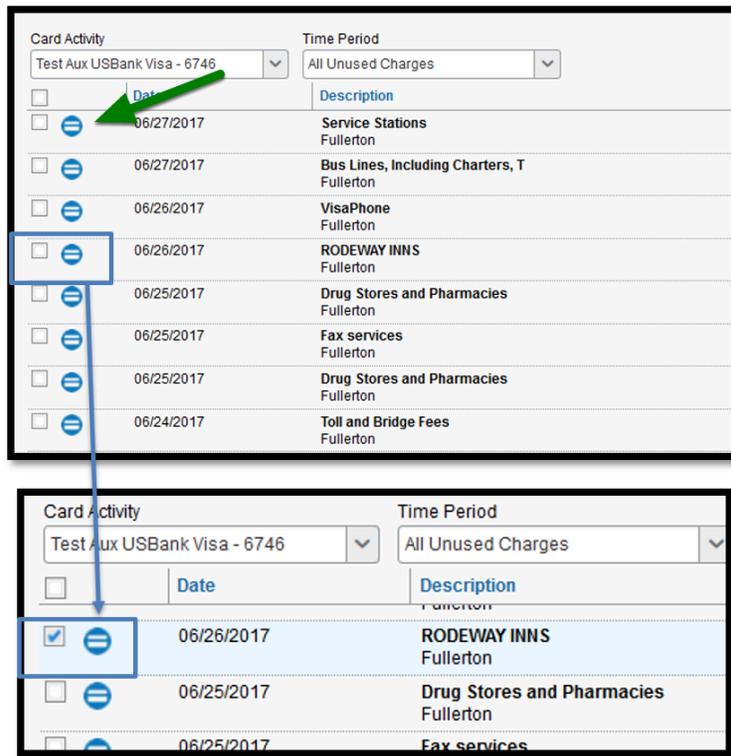
**Step 1:** Click on **Expense** to see your available expense reports.



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

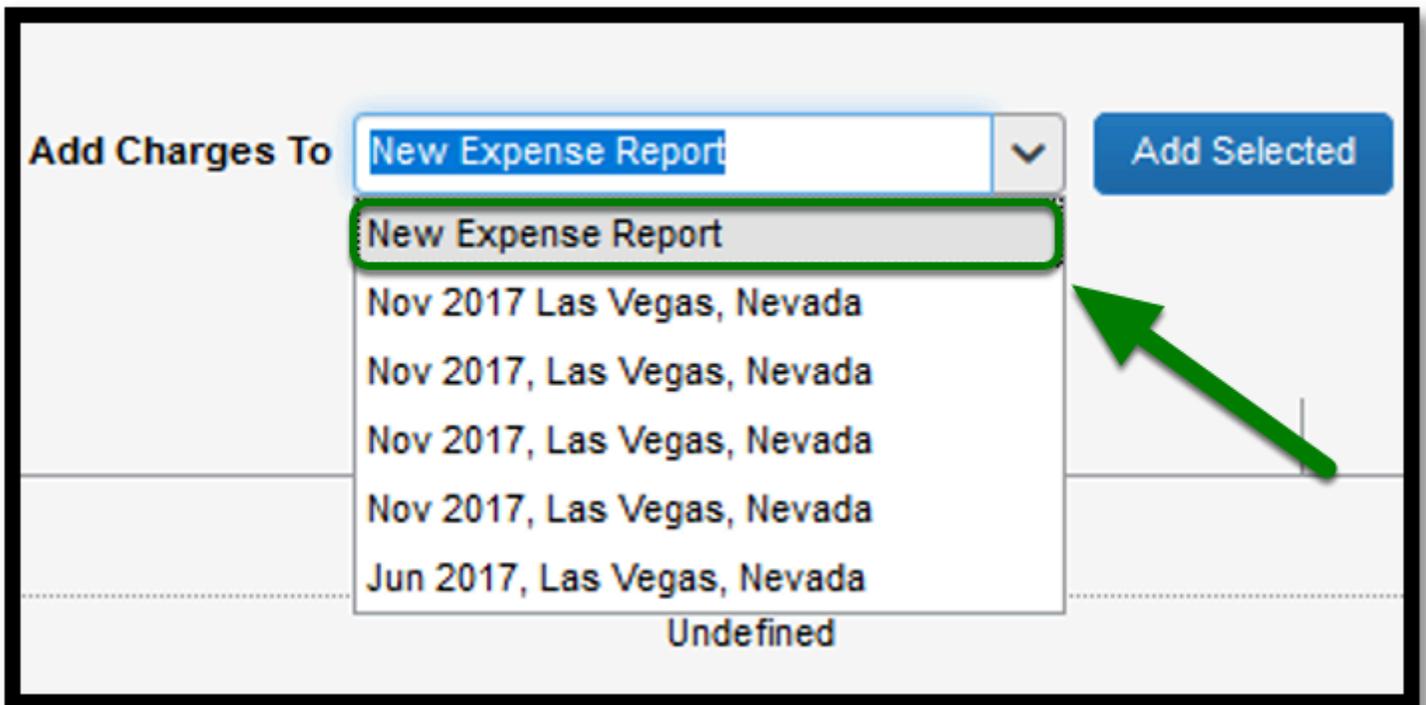


**Step 3:** From there, select each transaction you would like to add to your expense report by clicking in the checkbox(es).



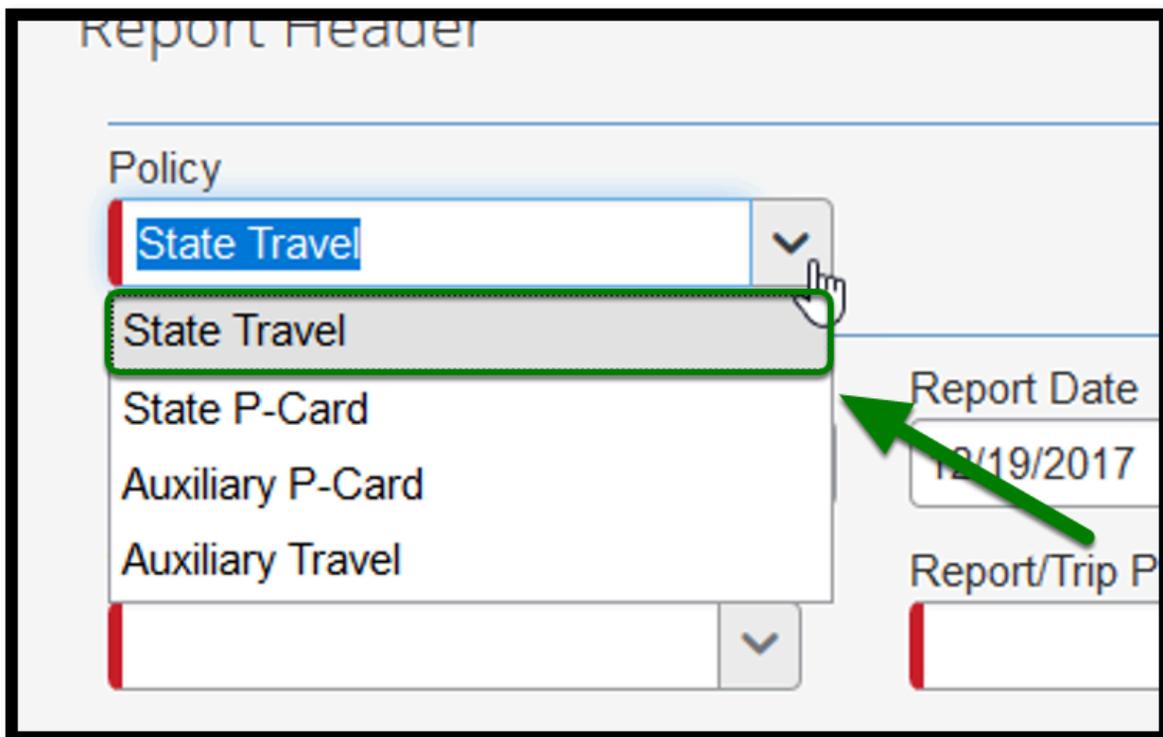
**Step 4:** After you have selected the expenses, change the dropdown next to 'Add Charges To' and select **New Expense Report**.

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**

The screenshot shows a web form with the following fields:

- Policy:** A dropdown menu with 'State Travel' selected.
- Report/Trip Name:** A text input field containing 'P-Card Travel MAY 2017', highlighted with a green border.
- Report Date:** A date input field containing '12/19/2017'.

A green arrow points from the right towards the 'Report/Trip Name' field.

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

The screenshot shows a dropdown menu for 'Report/Trip Purpose' with the following options:

- 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)** (highlighted with a green box)
- POST UPD Training
- Recruitment
- Study Abroad
- Teaching
- Training

A green arrow points from the right towards the 'P-Card Paid Travel by/for Other(s)' option.

**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

Divison  
(10238) VP Administration & f

Department ID  
(10407) Admin & Finance

Programs

Imported Request ID

**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

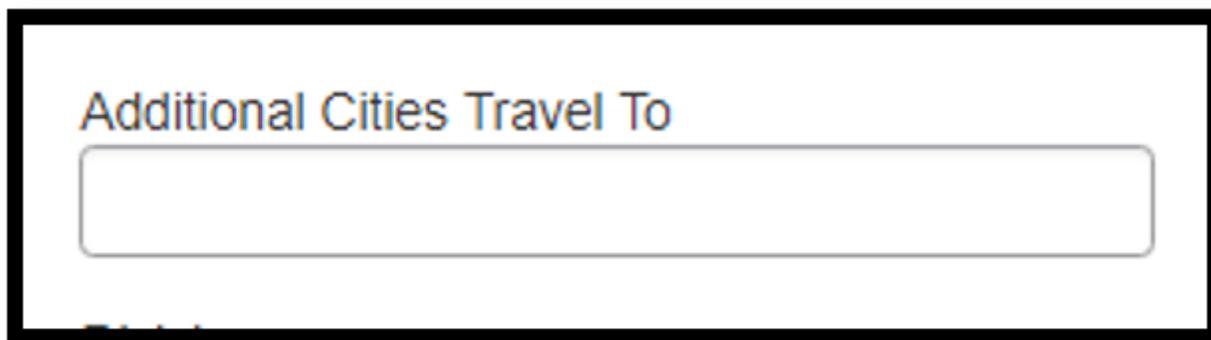
Report/Trip Start Date  
06/26/2017

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 Traveled To" is displayed in a blue 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**.



## 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.

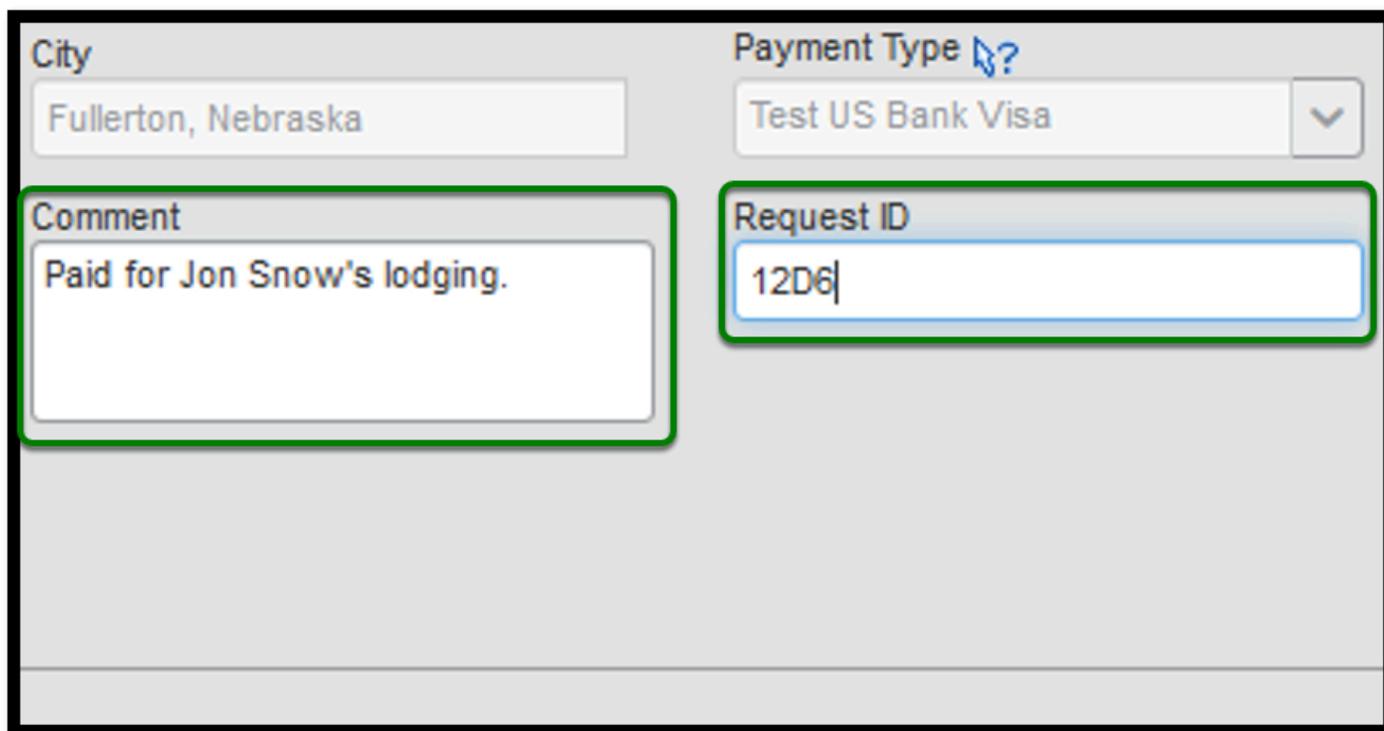
Select (by checking the box), other expenses you would like to allocate to another person's travel.

**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.



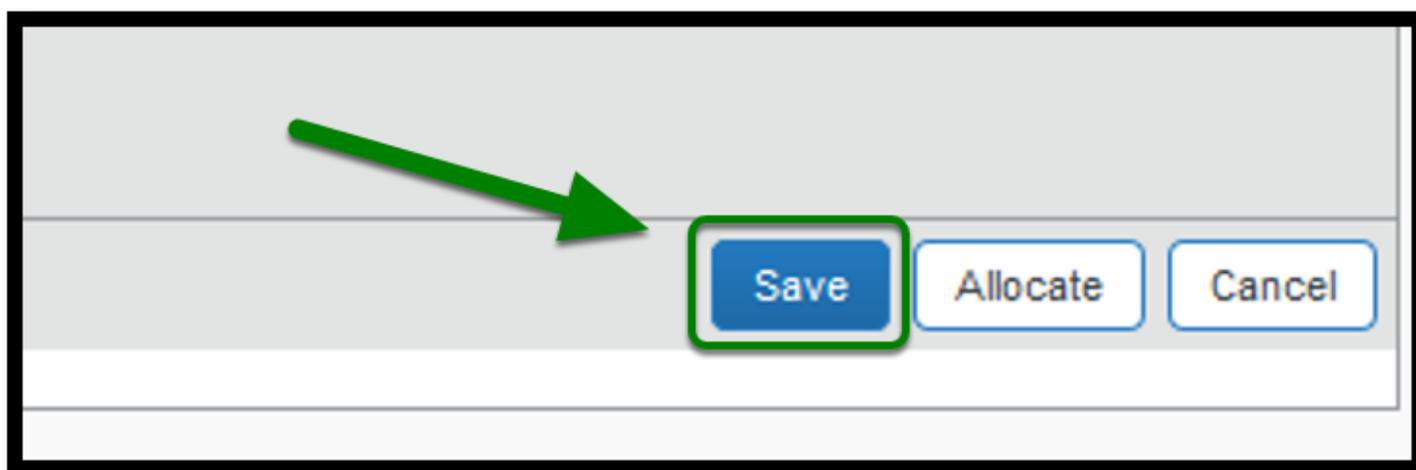
The screenshot shows a web form with the following fields:

- City:** Fullerton, Nebraska
- Payment Type:** Test US Bank Visa
- Comment:** Paid for Jon Snow's lodging.
- Request ID:** 12D6

The 'Comment' and 'Request ID' fields are highlighted with a green border.

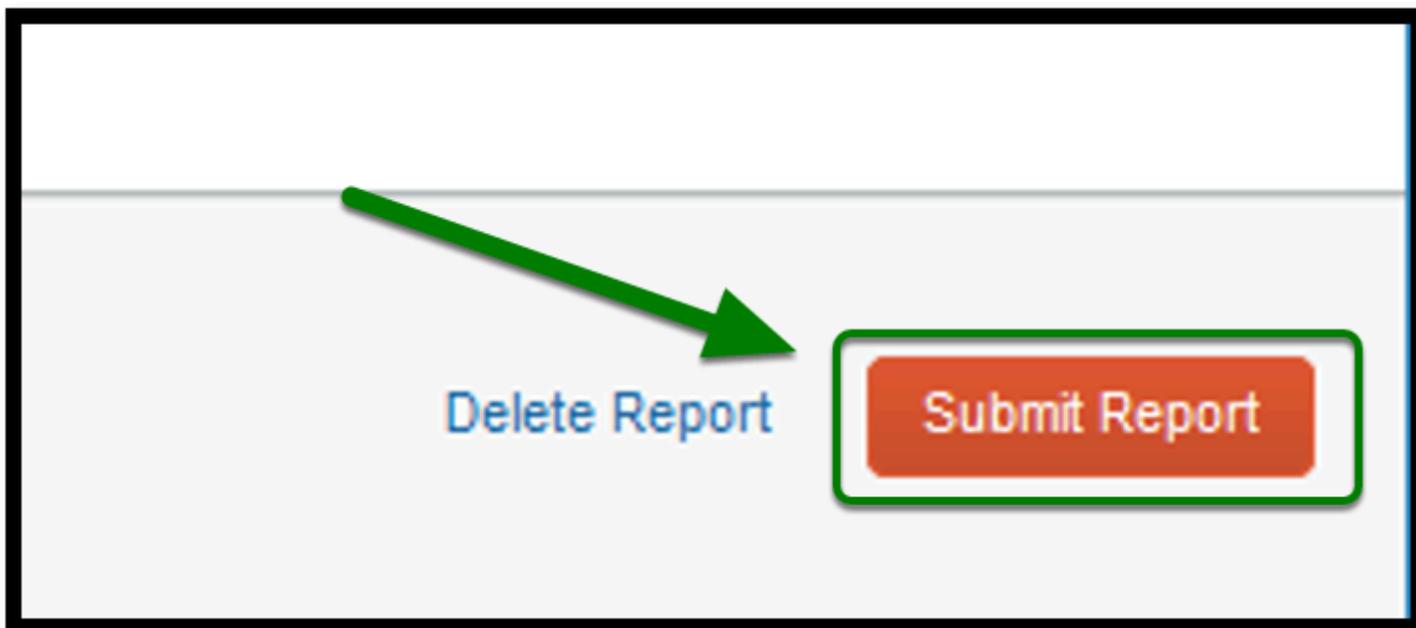
**Step 3:** Once you have filled in all the required fields, select **Save**.

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



A close-up of the bottom of the form showing three buttons: **Save**, **Allocate**, and **Cancel**. A green arrow points to the **Save** button, which is also highlighted with a green border.

**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](mailto:concur@fullerton.edu) or at 657-278-3600.