P-Card Travel Expense Report Checklist

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

Checklist

▢ Reviewed Report Header

- Appropriate options were selected in the following fields:
  - Policy— selected *State Travel*
  - Report/Trip Name- correct naming convention
    - P-Card Travel [Month] [Year]
    - Example: P-Card Travel SEP 2017
  - Report/Trip Start Date— entered *Billing Cycle Start Date*
  - Start Time
  - Report/Trip End Date— entered *Billing Cycle End Date*
  - End Time
  - Trip Type
  - Main Destination City
  - Additional Cities/State or Cities/Countries Traveled To
  - Report/Trip Purpose— selected *P-Card Paid Travel by/for Other(s)*
  - Event Name/Business Purpose
  - Mailing Address Current?
  - Does this trip contain personal travel?
  - Comment
  - Division
  - Department ID
  - Fund

▢ Attached receipts for each expense - required receipts attached

▢ Reviewed Expenses

- P-Card Travel expense amount was selected appropriately and within the department's budget

Each P-Card Travel expense must have the following information:

- [ ] **States clearly the expense(s) you are paying for**
  - States clearly who the traveler is
  - States Traveler's Travel Request ID

Ensure certain expense(s) have been itemized and match with the amount spent:

- [ ] **Lodging**
  - Nightly rates and taxes have been itemized *(required for domestic travel)*

Need more help?

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