This instruction is for the Local Dept Travel Card primary custodians.

Key Points:

- **An Expense Report must be created for each trip made by a traveler.**
- **Department Travel Card custodians create an Expense Report for each trip charged to their Department Travel Card. (This is different than creating an Expense Report for a traveler’s out-of-pocket expenses and/or Individual Travel Card expenses as the traveler’s delegate.)**
- **The deadline for submitting Expense Reports to Accounts Payable for Travel Card transactions recorded in Concur will be the 25th of the month following the month in which those transactions occurred. For example, Travel Card charges with a transaction date in September (September 1 – September 30) must be submitted to Accounts Payable on an Expense Report by October 25 in Concur. If the 25th falls on a weekend or holiday, the due date will be the following business day unless otherwise announced by AP.**
- **It is recommended to create the Report Header section of the Expense Report at the time transactions are booked to the Department Travel Card, so that you can easily match credit card transactions with the appropriate Expense Report when the transactions are received in Concur.**

Step 1: In your Concur main page, click on “Available Expenses” in the header. This section lists your UH Travel Cards and their outstanding amounts, which have not been assigned to an Expense Report. Review the information.

Step 2: Concur will take you to the Manage Expenses page. Scroll down to the bottom of the page.

You will see a list of charges place on your Department Travel Card(s), which can be identified as “Paid by UH – Centrally Billed Travel Card,” on the “Payment Type”.
Place a checkmark for the charge(s) that belong to the same trip. Then click on “Move”. Select an appropriate Expense Report for the charge(s).

See the example below of the Department/Multi-User Card transactions. A Department Multi-User Card is a type of Travel Card that allows travelers to check out the credit card for use on a trip, while Department Travel Cards stay in the department and are only used by the custodian. The primary custodian will see the transactions under “Available Expenses”, and must process the expenses through an Expense Report.

If an Expense Report was previously created, select the Expense Report from the dropdown box and go to Step 4.

If an Expense Report was not previously created, select “New Expense Report” so you can create one. Proceed to Step 3.

Step 3: If you selected “New Expense Report”, the system will take you to the Expense Report Header page. Complete the Report Header information. (See the training material “Creating and Expense Report” for details.)

FOR DEPARTMENT/MULTI-USER TRAVEL CARDS ONLY:

a. On the Expense Report Header, answer accordingly if receipts were submitted within 60 days.
b. Enter “Yes” when asked if it is for Department Travel Card charges.
c. Enter the last 4 digits of the Department Travel Card number.
d. Enter the traveler’s Travel Request ID.
Select “No” under “Claim Travel Allowance”

Step 4: The system will bring in the selected Department Travel Card charge(s) to the Expense Report automatically. Complete the Expense Report.

In the example below, the system requires that you identify the Expense Type. Required actions are listed under “Exceptions”.

Select “Create Report” once the report header information is complete.
Step 5: Click on the Expense and complete the required information fields for the expense. Upload the backup documents (window on the right with “Upload Receipt Image”) then “Save”.
Step 6: Submit the Expense Report into workflow by clicking on “Submit Report”.

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