AP Processing - Transition to Concur

May 25, 2017, paper accepted in AP

- Group Travel Advances
- Guest out of pocket reimbursements (less than 5 visits per fiscal year)
- Payments on Personal Service Contracts or Limited Service Agreements
- Employee reimbursements (no pcard charges associated with expense report)

September 1, 2017

- Group Travel Advances should be processed using Concur
- Guest reimbursements out of pocket reimbursements should be processed using Concur
- Payments on Personal Service Contracts or LSE’s will be processed on A114s
- Employee reimbursements should be processed using Concur

Please send any questions to concurquestions@uc.edu