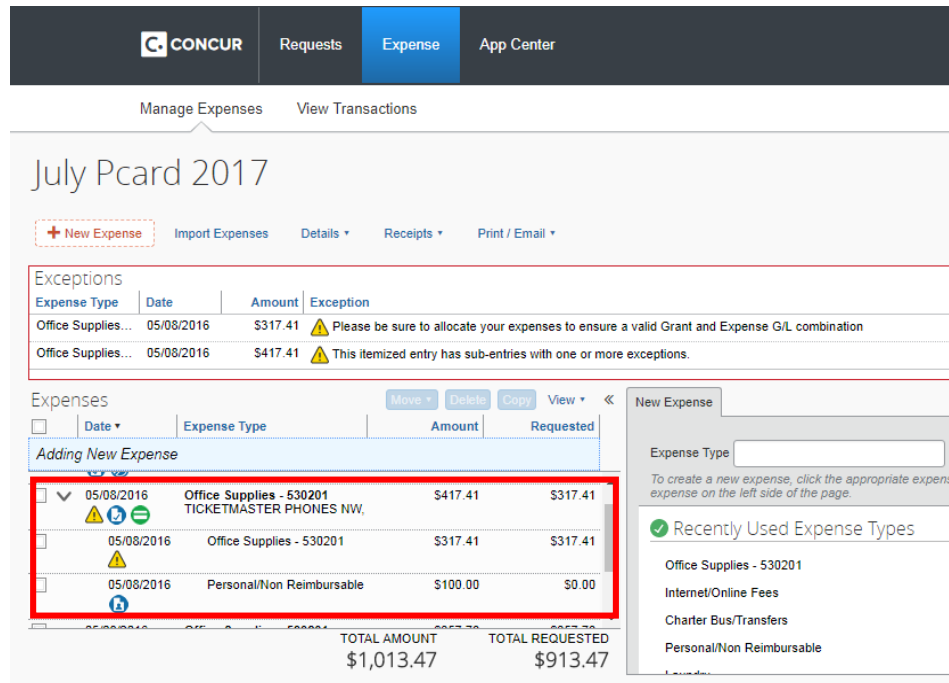


Working with Out-of-Pocket, Non-Reimbursable Expenses

When a Concur user has out-of-pocket expenses related to University business, the receipt should be adjusted to remove the personal expenses, and the net amount should be uploaded and expensed in Concur.

When a Concur user has p-card expenses related to University business, **the receipt cannot be adjusted.** Instead, the user should use the "Personal/Non-Reimbursable" expense type for either the total or partial amount. The partial amount can be used via the itemization feature.



CONCUR | Requests | Expense | App Center

Manage Expenses | View Transactions

July Pcard 2017

+ New Expense | Import Expenses | Details | Receipts | Print / Email

Exceptions			
Expense Type	Date	Amount	Exception
Office Supplies...	05/08/2016	\$317.41	⚠ Please be sure to allocate your expenses to ensure a valid Grant and Expense G/L combination
Office Supplies...	05/08/2016	\$417.41	⚠ This itemized entry has sub-entries with one or more exceptions.

Expenses				
	Date	Expense Type	Amount	Requested
<input type="checkbox"/>	05/08/2016	Office Supplies - 530201 TICKETMASTER PHONES NW,	\$417.41	\$317.41
<input type="checkbox"/>	05/08/2016	Office Supplies - 530201	\$317.41	\$317.41
<input type="checkbox"/>	05/08/2016	Personal/Non Reimbursable	\$100.00	\$0.00
			TOTAL AMOUNT	TOTAL REQUESTED
			\$1,013.47	\$913.47

Adding New Expense

New Expense

Expense Type

Recently Used Expense Types

- Office Supplies - 530201
- Internet/Online Fees
- Charter Bus/Transfers
- Personal/Non Reimbursable

Scenarios

If funds are due to the user, a credit memo will be created in the user's name, and that will be applied to the next payment due to the user, reducing that expense by the personal amount placed on the p-card.

When no payments are due to the Concur user, Accounts Payable will work with the user to get the credit closed, and the University refunded.

NOTE: When meals are placed on a p-card, **these should be flagged as personal, not reimbursable. It is critical to claim the total per diem.** If not, the Concur used could potentially be short paid.

If there is not a payment for the credit memo to offset, total or partial, the credit memo will remain open until payment is due to the Concur user.