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.

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 user could potentially be short paid.