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Available Expenses: Card Transactions vs. Itineraries

This Quick Reference Guide illustrates the difference between Card Transactions and Itineraries, and demonstrates how you can match the two.

The Expense tab in Concur is comprised of three sections: Active Reports, Available Expenses, and Available receipts.   In this QRG, we will review the different items that may appear in the Available Expenses section.

Available Expenses may contain three types of items: US Bank Travel Card transactions, E-receipts, and Trip Itineraries.

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Quick Reference Guide
Card Transactions vs. Itineraries
Concur Travel and Expense

AVAILABLE EXPENSES

	Expense Detail	Expense Type	Source	Date ▲	Amount
☐	**Aer Lingus**	Airfare (513500, 513700)	✈	02/12/2016	$1,103.43
☐	**WIFI PREMIER INN** 03306601028	Office Supplies (510030)	⊖	03/30/2016	GBP 30.00
☐	**WIFI PREMIER INN** 03306601028	Office Supplies (510030)	⊖	03/30/2016	$-43.55

All Cards ▾ Move ▾ Match Unmatch Delete

> ➤ **US Bank Travel Card transactions feed into your Concur within ten days of the purchase date every time you use your Travel Card. Card transactions are noted with a Credit Card icon under the Source column.**

> ➤ **When a card transaction is selected, available actions will be highlighted in the top right corner. You will notice below only the blue *Move* button becomes available- allowing the charge to be moved into a new or existing expense report.**

> ➤ **Card transactions MUST be moved into an expense report within 30 days of the transaction date in order to reconcile your Travel Card. Card transactions cannot ever be deleted.**

AVAILABLE EXPENSES

All Cards ▾ Move ▾ Match Unmatch Delete

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☐	**Aer Lingus**	Airfare (513500, 513700)	✈	02/12/2016	$1,103.43
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☐	**WIFI PREMIER INN** 03306601028	Office Supplies (510030)	⊖	03/30/2016	$-43.55

AVAILABLE RECEIPTS

> ➤ **Trip Itineraries also feed in to the Available Expenses section when the trip is booked online through Concur, or with Short's Travel Management over the phone or via email- even if the trip is not booked on a US Bank Travel Card.**

AVAILABLE EXPENSES

All Cards ▾ Move ▾ Match Unmatch Delete

	Expense Detail	Expense Type	Source	Date ▲	Amount
☐	**Aer Lingus**	Airfare (513500, 513700)	✈	02/12/2016	$1,103.43
☐	**WIFI PREMIER INN** 03306601028	Office Supplies (510030)	⊖	03/30/2016	GBP 30.00

> ➤ **Trip Itineraries will still display a dollar amount, but will be noted with either a plane, train, hotel, or car icon. The above example displays a plane icon, to indicate an airfare itinerary.**

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➢ **When selected, a Trip Itinerary can be moved into an expense report, or deleted, as displayed below.**

AVAILABLE EXPENSES

	Expense Detail	Expense Type	Source	Date ▲	Amount
☑	**Aer Lingus**	Airfare (513500, 513700)	✈	02/12/2016	$1,103.43
☐	**WIFI PREMIER INN** 03306601028	Office Supplies (510030)	⊝	03/30/2016	GBP 30.00
☐	**WIFI PREMIER INN** 03306601028	Office Supplies (510030)	⊝	03/30/2016	$-43.55

[All Cards ▾] [Move ▾] [Match] [Unmatch] [Delete]

➢ <mark>**IMPORTANT: If a Trip Itinerary is moved into an expense report before being matched with the card transaction- the expense will default to Out Of Pocket**</mark>. **(Displayed below)**

Exceptions

Expense Type	Date	Amount	Exception
Airfare (51350...	02/12/2016	$1,103.43	⚠ You have an e-receipt or travel data, but no matching credit card transaction. Please wait until your credit card transaction imports into Concur Expense to add this e-receipt.
Airfare (51350...	02/12/2016	$1,103.43	⛔ Missing required field: Class of Service.

Expenses

[Move ▾] [Delete] [Copy] [View ▾]

	Date ▾	Expense Type	Amount	Requested
☑	02/12/2016	Airfare (513500, 513700)	$1,103.43	$1,103.43
		Aer Lingus, Boston, Massachusett		

⛔🔵🔶✈ You have an e-receipt or travel data, but no matching credit card transaction. Please wait until your credit card transaction imports into Concur Expense to add this e-receipt. Missing required field: Class of Service.
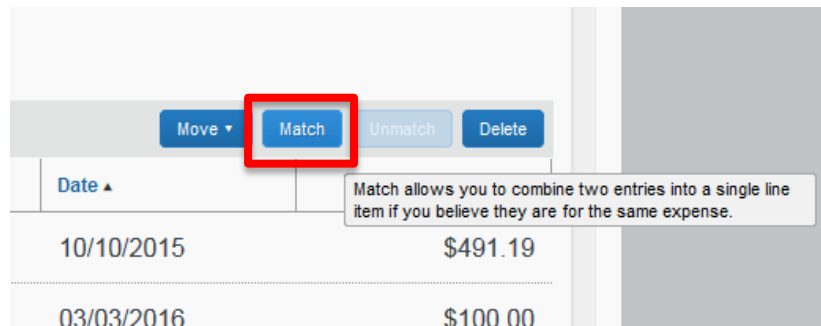
Expense

Expense Type: Airfare (513500, 513700)
Transaction Date: 02/12/2016
Business Purpose:
City of Purchase: Boston, Massachusetts
Payment Type: Out of Pocket
Amount: 1,103.43 USD

➢ **Unmatched Trip Itineraries should ONLY be added to a report if the expense was purchased on a personal card rather than the Travel Card.**

➢ **To match a trip itinerary with the corresponding card transaction- select the box to the left of both items** *(in the below example the icon next to the plane indicates an E-receipt)*

☑	**Delta Air Lines** WATERLOO, IA	Airfare (513500, 513700)	⊝	03/18/2016	$570.20
☐	**American Airlines** WATERLOO, IA	Airfare (513500, 513700)	⊝ 🔵 ✈	03/18/2016	$68.10
☑	**Delta Air Lines**	Airfare (513500, 513700)	🔵 ✈	03/18/2016	$570.20
☐	**Delta Air Lines** WATERLOO, IA	Airfare (513500, 513700)	⊝ 🔵 ✈	03/22/2016	$306.20

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➢ **In the upper right hand corner, the available actions will become highlighted.**

| Move ▾ | Match | Unmatch | Delete |

Match allows you to combine two entries into a single line item if you believe they are for the same expense.

Date ▲	
10/10/2015	$491.19
03/03/2016	$100.00

➢ **Selecting Match will combine card transaction and trip itinerary into a single line item.**

☑	**Delta Air Lines** WATERLOO, IA	Airfare (513500, 513700)	⊖ ↕ ✈	03/18/2016	$570.20
☐	**American Airlines** WATERLOO, IA	Airfare (513500, 513700)	⊖ ↕ ✈	03/18/2016	$68.10
☐	**Delta Air Lines** WATERLOO, IA	Airfare (513500, 513700)	⊖ ↕ ✈	03/22/2016	$306.20

➢ **Once your trip itinerary and card transaction are matched, they can be moved into an expense report**

IMPORTANT: If the cardholder is booking travel on behalf of another employee- the card transaction will feed into the cardholder's profile, while the trip itinerary will feed into the profile of the employee who will be traveling. In this scenario, the Trip Itinerary should NOT be moved into an expense report, and should simply be deleted after the travel has taken place and the itinerary is no longer needed for the traveler's reference.