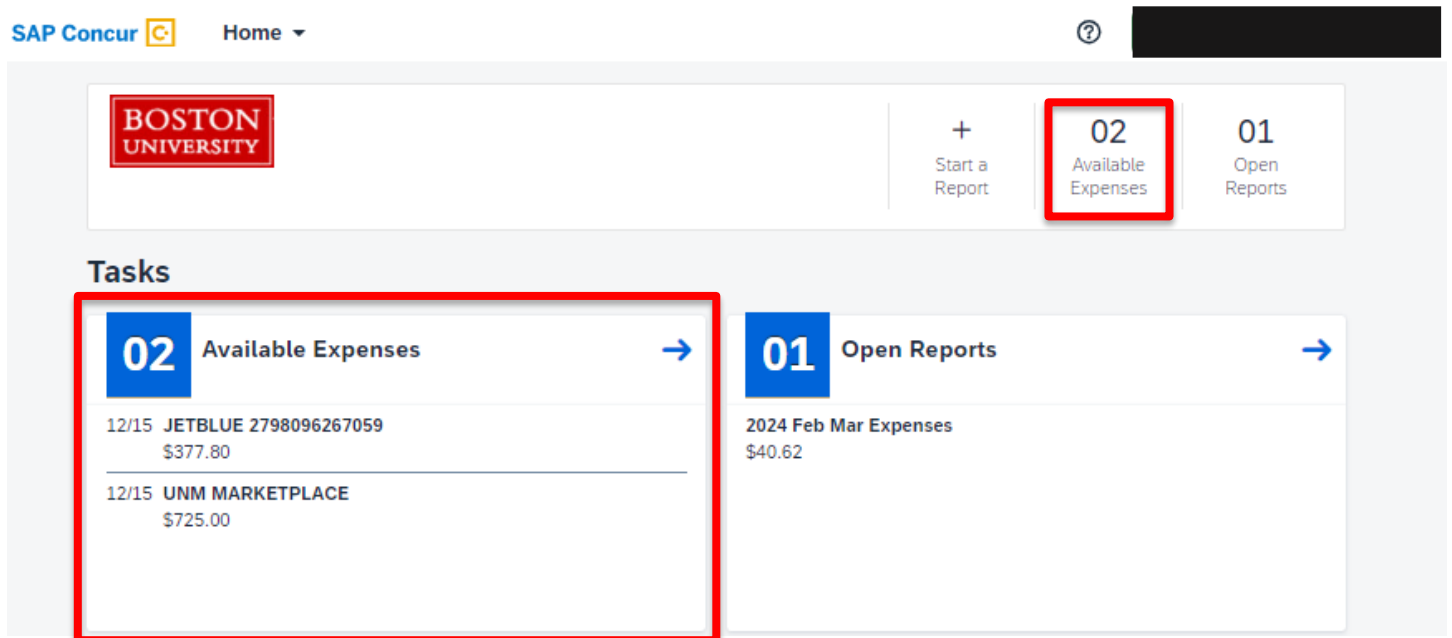


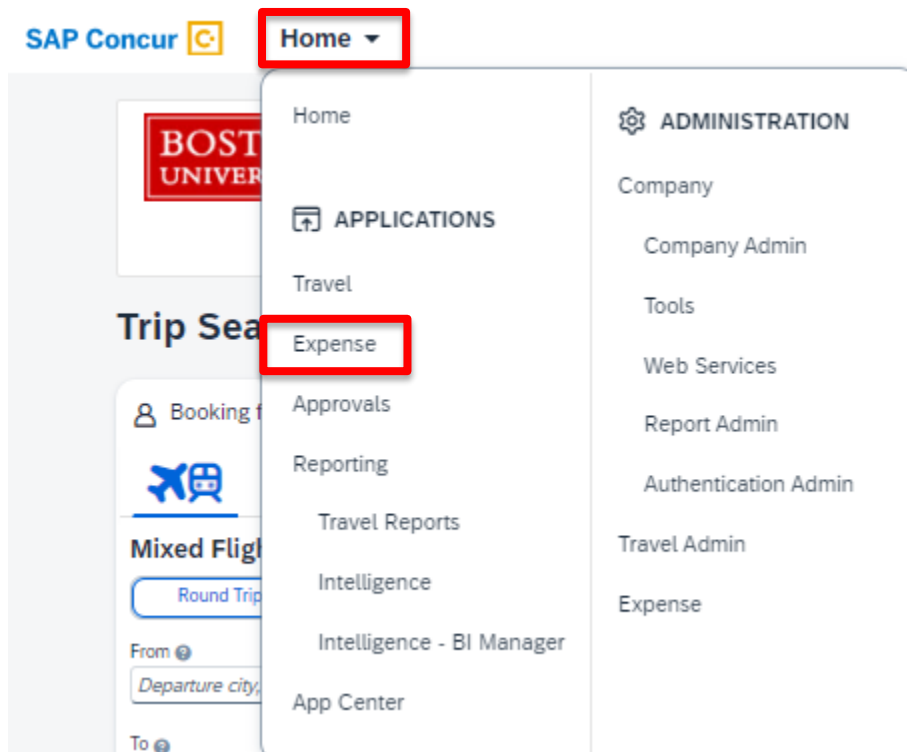
How to add US Bank Card Charges to an Expense Report

This Quick Reference Guide demonstrates how to add credit card transactions from Boston University's corporate paid and billed business and travel expense credit card (US Bank Visa) to your Concur Expense Report.

Your US Bank credit card transactions are highlighted on your Concur homepage in the **Available Expenses** section highlighted in two spots below:



Credit card transactions also appear in under the **Expense** tab which can be accessed on the **Home** dropdown:



**Note: clicking on the payment type "US Bank CBCP" will give you additional information regarding the charge.*

- 1 To move the transactions into a report, select the box beside each available transaction or to select all available transactions, click the box beside **Receipt**
- 2 Once the desired transactions are highlighted, select the blue **"Move To"** button and select **New Report** or the name of a report you already have in progress.

The screenshot shows the 'Manage Expenses' page in SAP Concur. At the top, there are navigation tabs for 'Manage Expenses' and 'Card Transactions'. Below this is the 'Available Expenses' section. A table lists three expenses, each with a checkbox in the 'Receipt' column. A red box highlights the first two checkboxes. A 'Move to' button is also highlighted with a red box, and its dropdown menu is open, showing 'New Report' and '2024 Feb Mar Expenses'. A red circle with the number '1' is next to the 'Delete' button, and another red circle with the number '2' is next to the 'Move to' button.

Expense Type	Vendor Details	Date	Amount
Airfare (513500, 513700)	JETBLUE 2798096267059	12/15/2023	\$377.80
Conference Registrations (513900)	UNM MARKETPLACE	12/15/2023	\$725.00

If you have already created your Expense Report [Please see the ["How To Start An Expense Report"](#) document if you are having issues with this step] **you can also add your card transactions into the report as follows. Click on desired report:**

The screenshot shows the 'Manage Expenses' page in SAP Concur, specifically the 'Report Library' section. At the top, there are navigation tabs for 'Manage Expenses' and 'Card Transactions'. Below this is the 'Report Library' section. A 'Create New Report' button is visible. A dropdown menu shows 'Active Reports'. Two reports are listed in a grid. The first report, 'ProLeadership San Diego 0...', is highlighted with a red box. The second report, '2024 Feb Mar Expenses', is also visible.

Report Name	Date	Amount	Status
ProLeadership San Diego 0...	02/16/2024	\$0.00	Not Submitted
2024 Feb Mar Expenses	02/15/2024	\$40.62	Not Submitted

Home / Expense / Manage Expenses / ProLeadership San Diego 030324

ProLeadership San Diego 030324 \$0.00

Not Submitted | Delete Report Submit Report

Report Details **3**

2 Available Expenses + Create New Expense

<input checked="" type="checkbox"/>	Payme... ↓↑	Expens... ↓↑	Expens... ↓↑	Vendor... ↓↑	Date ↓↑	Amount ↓↑
<input checked="" type="checkbox"/>	US Bank CBCP	Corporate Card	Airfare (513500, 513700)	JETBLUE 2798096267 059	12/15/2023	\$377.80
<input checked="" type="checkbox"/>	US Bank CBCP	Corporate Card	Conference Registrations (513900)	UNM MARKETPLA CE	12/15/2023	\$725.00

4 Add To Report

Add Expense

View Available Receipts

- | | |
|----------|---|
| 3 | Select the Add Expense and select desired expenses under the Available Expenses that you would like to use in your report |
| 4 | Select Add to Report |

The selected charges will now appear in the report you are working on. You can then edit and fill in all required fields **highlighted with red exception warnings** as needed.

Home / Expense / Manage Expenses / ProLeadership San Diego 030324

⊗ Alerts: 4

ProLeadership San Diego 030324 \$1,102.80

Not Submitted | Report Number: PDVVZT Delete Report Submit Report

Report Details ▾ Print/Share ▾ Manage Receipts ▾ Travel Allowance ▾ View Available Receipts

Add Expense Edit Delete Copy Allocate Combine Expenses Move to ▾

<input type="checkbox"/>	Alerts ↓↑	Receipt ↓↑	Payment Type ↓↑	Expense Type ↓↑	Vendor Details ↓↑	Date ↓↑	Requested ↓↑
<input type="checkbox"/>	⊗	↑	US Bank CBCP	Conference Registrations (513900)	UNM MARKETPLACE	12/15/2023	\$725.00
<input type="checkbox"/>	⊗	↑	US Bank CBCP	Airfare (513500, 513700)	JETBLUE 2798096267059	12/15/2023	\$377.80
							\$1,102.80