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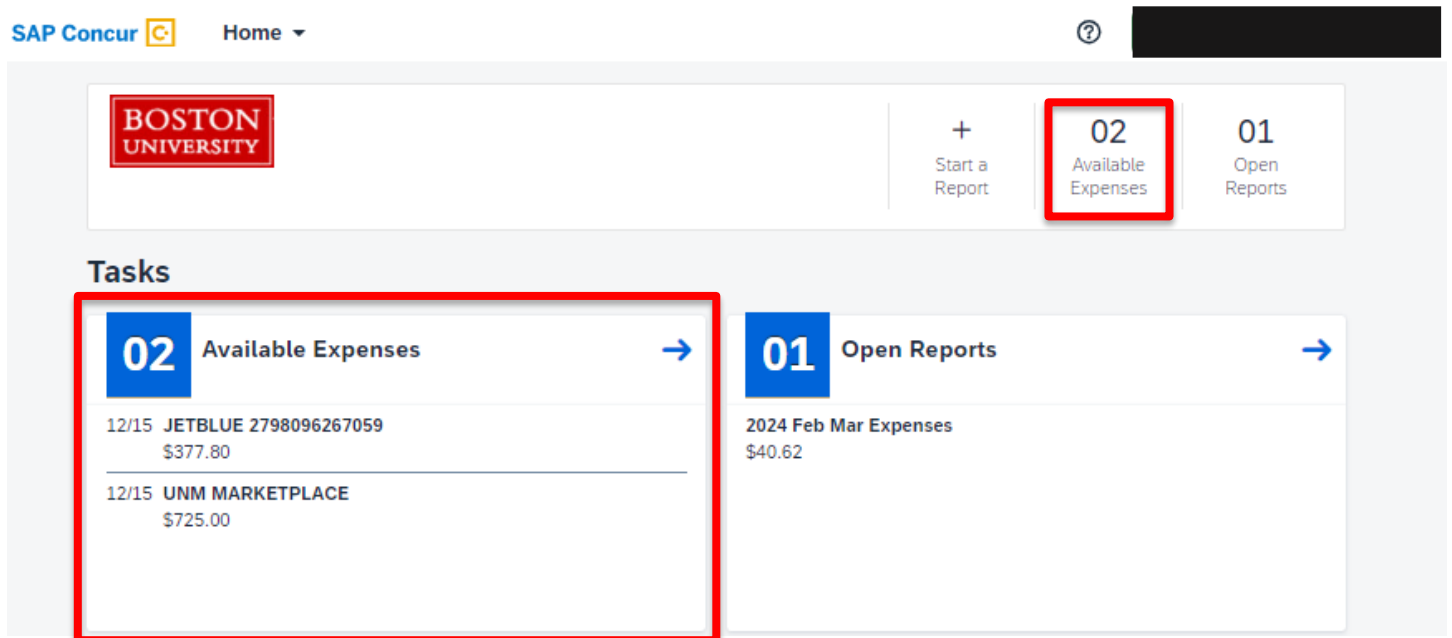
Credit card transactions also appear in under the Expense tab which can be accessed on the Home dropdown:

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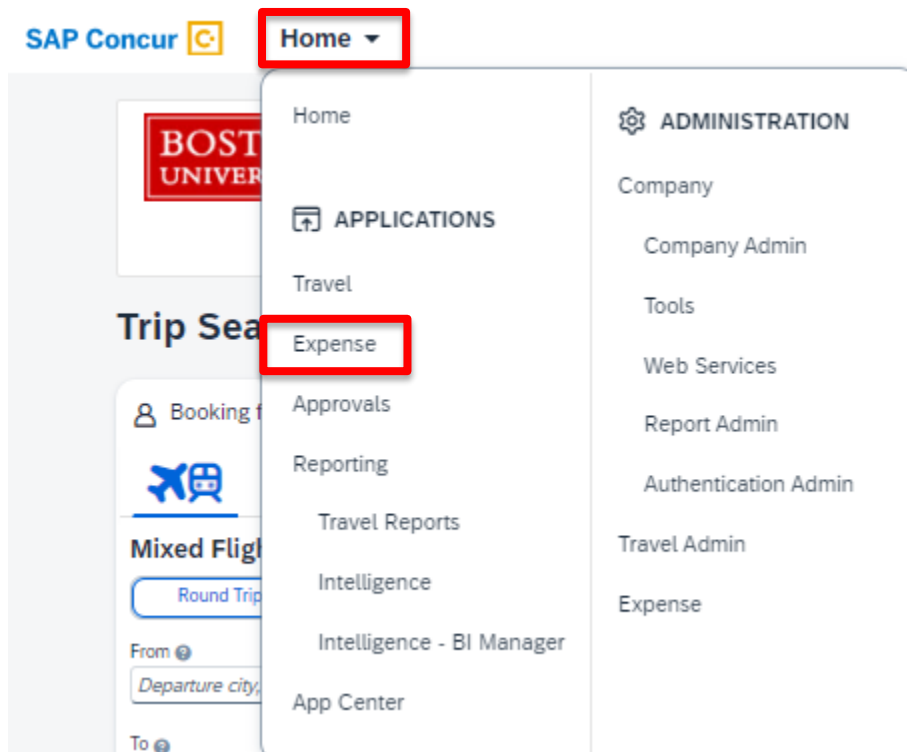
Note: clicking on the payment type "US Bank CBCP" will give you additional information regarding the charge.

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.**

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:**

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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.