HOW TO RECONCILE CARD TRANSACTIONS AND REVIEW TRIP RESERVATIONS

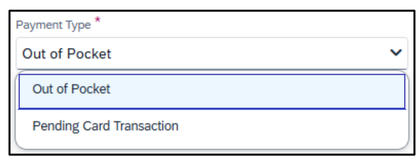
1. To locate your card transactions and trip reservations, log in to Concur and open the **Expense** tab. The Expense tab stores Available Expenses including U.S. Bank card transactions, E-receipts, and trip reservations.
   a. U.S. Bank card transactions (corporate card transactions) are labeled with the Expense Source "Corporate Card" and feed into Concur within ten days of the purchase date every time you use your card.
   b. Trip reservations (pending card transactions) feed into Concur when bookings are made online through Concur or with Christopherson Business Travel (CBT) via email/phone, even if the U.S. Bank card was not used. They are designated by the Expense Source "Reservation."

   Note: Each time you make a change to your reservation, CBT creates a new reservation that feeds into Concur. These reservations are <u>informational only and do not need to be added to your report.</u>

IMPORTANT NOTE ABOUT ARRANGING TRAVEL ON BEHALF OF ANOTHER EMPLOYEE:

If a cardholder is booking travel on behalf of another employee, the card transaction will feed into the cardholder's profile; the trip reservation will feed into the profile of the employee who will be traveling. In this scenario, the trip reservation should <u>not</u> be moved into an expense report and should be <u>deleted</u> after the trip has taken place and the reservation is no longer needed for the traveler's reference.

2. To reconcile your card, you must do one of the following,
   a. **Combine Pending Card Transactions** with their corresponding U.S. Bank Card transactions and move them into the appropriate Expense Report <u>within 30 days to comply with University policy</u>. To move a charge into a new or existing expense report, select the appropriate card transaction(s) and click **Move** along the top menu. (See more details on page 2).
   b. Change the Payment Type of any expense made using a personal form of payment that needs to be refunded to **Out of Pocket**.

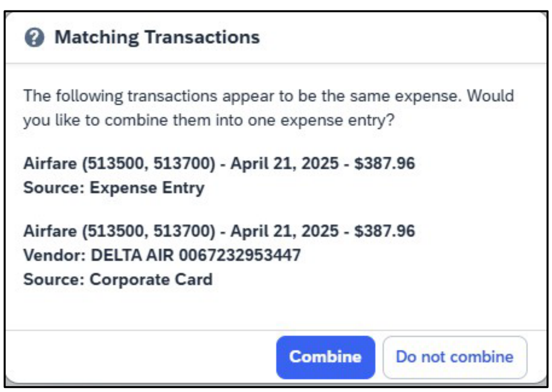


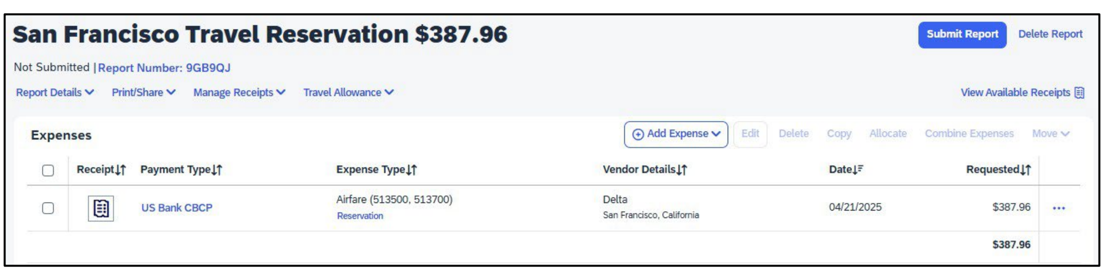
Note: While trip reservations and E-Receipts may be deleted, card transactions cannot be deleted and must be reconciled in an Expense Report.

How to Combine Expenses

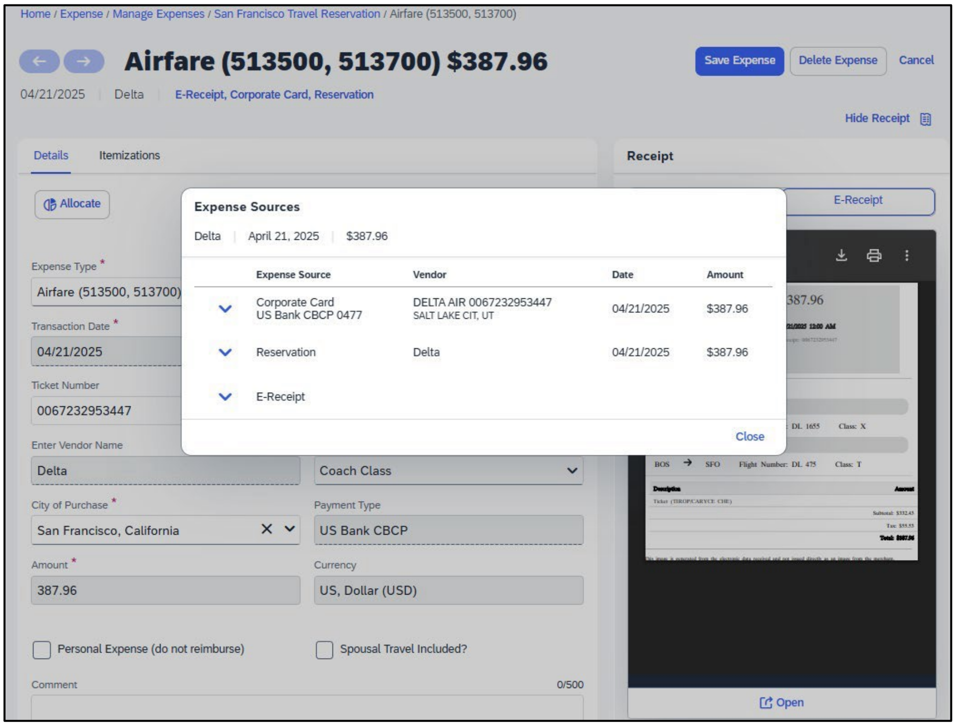
1. Select the boxes to the left of the items you would like to combine.
2. Click **Combine Expenses** to combine the card transaction and trip reservation into a single line item. Once the card transaction and trip reservation are combined, they can be moved into an Expense Report. Reminder: the card transaction and trip reservation are not to be submitted separately.
3. If you took a picture of your receipt with the Concur Mobile app, you can also combine the E-receipt with the card transaction and trip reservation as long as the amounts match.

The system may automatically combine your card transaction, trip reservation, and E-Receipt. If it does not, you may receive a prompt from the system to combine as shown below.





The screenshot below highlights what the expense looks like once all expense sources are combined (E-Receipt, Corporate Card, Reservation). Click on the drop-down arrow next to each Expense Source to expand and view further information.



To move a charge into a new or existing expense report, select the appropriate card transaction(s) and click **Move** along the top menu.

IMPORTANT: If a Reservation is moved into an expense report <u>before being matched</u> with the card transaction, the expense will default to Payment Type "**Pending Card Transaction,"** as shown below.

Unmatched Trip Reservations should ONLY be added to a report if the expense was purchased on a personal credit card rather than the U.S. Bank corporate card.