



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 informational only and do not need to be added to your report.

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 not be moved into an expense report and should be deleted 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 within 30 days to comply with University policy. 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.**

Payment Type *

Out of Pocket

Out of Pocket

Pending Card Transaction

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

Available Expenses View: All Expenses								View	Edit	Delete	Combine Expenses	Move
☐	Receipt	Payment Type	Expense Source	Expense Type	Vendor Details	Date	Amount					
☐		Out of Pocket	E-Receipt	Airfare (513500, 513700)	Alaska Airlines	03/20/2025	\$621.60					...
☐		US Bank CBCP	Corporate Card	Airfare (513500, 513700)	ALASKA AIR 0277232019573 Seattle, Washington	03/20/2025	\$621.60					...
☐		Pending Card Transaction	Reservation	Airfare (513500, 513700)	Alaska Airlines Portland, ME	03/20/2025	\$621.60					...

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.

Available Expenses View: All Expenses								View	Edit	Delete	Combine Expenses	Move
☐	Receipt	Payment Type	Expense Source	Expense Type	Vendor Details	Date	Amount					
☒		Out of Pocket	E-Receipt	Airfare (513500, 513700)	Alaska Airlines	03/20/2025	\$621.60					
☒		US Bank CBCP	Corporate Card	Airfare (513500, 513700)	ALASKA AIR 0277232019573 Seattle, Washington	03/20/2025	\$621.60					
☒		Pending Card Transaction	Reservation	Airfare (513500, 513700)	Alaska Airlines Portland Intl	03/20/2025	\$621.60					
☐		Pending Card Transaction	Reservation	Airfare (513500, 513700)	Delta San Francisco Intl	04/21/2025	\$387.96					
☐		US Bank CBCP	Corporate Card	Airfare (513500, 513700)	DELTA AIR 0067232953447	04/21/2025	\$387.96					
☐		Out of Pocket	E-Receipt	Airfare (513500, 513700)	Delta	04/21/2025	\$387.96					

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.

Matching Transactions

The following transactions appear to be the same expense. Would you like to combine them into one expense entry?

Airfare (513500, 513700) - April 21, 2025 - \$387.96
Source: Expense Entry

Airfare (513500, 513700) - April 21, 2025 - \$387.96
Vendor: DELTA AIR 0067232953447
Source: Corporate Card

Combine **Do not combine**

San Francisco Travel Reservation \$387.96 **Submit Report** **Delete Report**

Not Submitted | Report Number: 9GB9QJ

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

Expenses **Add Expense** **Edit** **Delete** **Copy** **Allocate** **Combine Expenses** **Move**

Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested	
☐		US Bank CBCP	Airfare (513500, 513700) Reservation	Delta San Francisco, California	04/21/2025	\$387.96
						\$387.96

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.

Home / Expense / Manage Expenses / San Francisco Travel Reservation / Airfare (513500, 513700)

Airfare (513500, 513700) \$387.96 [Save Expense] [Delete Expense] [Cancel]

04/21/2025 | Delta | E-Receipt, Corporate Card, Reservation [Hide Receipt]

Expense Sources
Delta | April 21, 2025 | \$387.96

Expense Source	Vendor	Date	Amount
Corporate Card US Bank CBCP 0477	DELTA AIR 0067232953447 SALT LAKE CIT, UT	04/21/2025	\$387.96
Reservation	Delta	04/21/2025	\$387.96
E-Receipt			

Expense Type: Airfare (513500, 513700)
Transaction Date: 04/21/2025
Ticket Number: 0067232953447
Enter Vendor Name: Delta
City of Purchase: San Francisco, California
Amount: 387.96
Currency: US, Dollar (USD)
Payment Type: US Bank CBCP
Coach Class
BOS → SFO Flight Number: DL 475 Class: T
Total: \$387.96

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 before being matched 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.

Alerts: 1

Expense - Airfare (513500, 513700) - 04/21/2025 - \$387.96

Error: This expense cannot be submitted until it is matched to an imported card transaction. If this was not paid for via card, you may edit the payment type of the expense to reflect the actual payment method. [View](#)

San Francisco Travel Reservation \$387.96 [Submit Report] [Delete Report]

Not Submitted | Report Number: 9GB9QJ

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

Expenses [Add Expense] [Edit] [Delete] [Copy] [Allocate] [Combine Expenses] [Move]

	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested	
☐	⬆⬆	⬆⬆	⬆⬆	⬆⬆	⬆⬆	⬆	⬆⬆	
☐	✖		Pending Card Transaction	Airfare (513500, 513700) Reservation	Delta Air Lines San Francisco, California	04/21/2025	\$387.96	...
							\$387.96	