Import Penn Travel Card Transactions to Expense Report

Situation: You have a Penn Travel Card that automatically loads your transactions into Concur Expense for inclusion on an expense report. Note: Credit card transactions load into Concur electronically every night and will appear in your “Smart Expenses” list, usually within 2 – 4 days of the transaction. International transactions can take up to two weeks to appear.

Step One: Identify available credit card transactions

Credit card transactions appear in a few places in Concur

1. Home screen under Available Expenses

2. On Expense page under Active Reports and above Available Receipts
3. Within a new expense report, a list of credit card transactions will appear on the right side of the screen under the heading **Available Expenses**.

![Image of Available Expenses](image)

If they do not appear automatically, click on the Import button, and any credit card transactions that have not been put on an expense report will appear.

**Step Two: Select transactions**

- Select the item (or multiple items) that you would like to place on this specific expense report by clicking the box in front of the line. Click “Import”.
- The items will now appear on the left side of the screen.

![Image of Import transactions](image)

The Red X indicates that there is missing information for that transaction – such as expense type, city or vendor.

![Image of Red X indicating missing information](image)
Step Three: Fix any incomplete entries

- For each red X, double click the transaction; review the detail on the right. Fix any missing the information. Example: This transaction came over with an “undefined” expense type.

![Image](image.png)

- On the right side of the screen, click drop down next to expense type, and select the proper one. Other fields may change, based on the expense type.
- Complete all required fields (indicated by left red border)
- Click SAVE at the bottom
- Proceed through the remaining expense items on the left side of the screen until all those with a red X have been fixed.
- Verify that expense types pre-populated are correct for the specific transaction. Based on a vendor name, the system might assign a meal at a restaurant located in a hotel, as a hotel stay. The correct expense type might be “business meal with attendees”.

Important:

- All transactions made using the Penn Travel Card must be put on an expense report. They will appear in Available Expenses, and when put on an expense report, there will be a credit card icon visible. This includes personal or non-reimbursable items such as a movie rental or personal purchases made in a gift shop and charged to your hotel room.
- Expenses charged to the Penn Travel Card should never be entered manually. This will cause reimbursement to be sent to the cardholder rather than the credit card company. Additional work will then be required by the cardholder: (1) send payment to the credit card and (2) reconcile those expenses within Concur on a second expense report.
- You should never pay the credit card company directly for transactions that feed into Concur and are business related. If a portion of the expense is personal/non-reimbursable, account for the entire amount on your expense report and then itemize the expense by marking the business portion with the proper expense type, and the personal portion as non-reimbursable. You are responsible for sending payment to the credit card company for any personal expense that was paid for using the Penn Travel Card. Remember – the card is for university related business only.
- All credit card charges should be submitted on an expense report within 30 days of the transaction date to avoid late fees levied by the credit card company.