



How to reconcile a p-card in Concur

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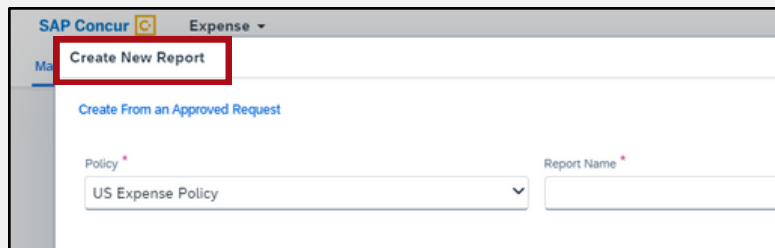
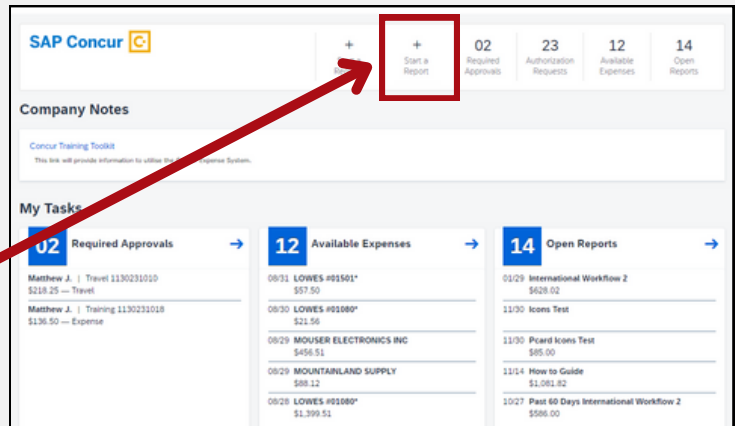
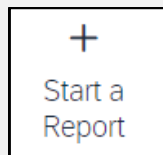
Create a p-card reconciliation



There are 2 ways to create a p-card reconciliation: from the Concur home page or the manage expense screen.

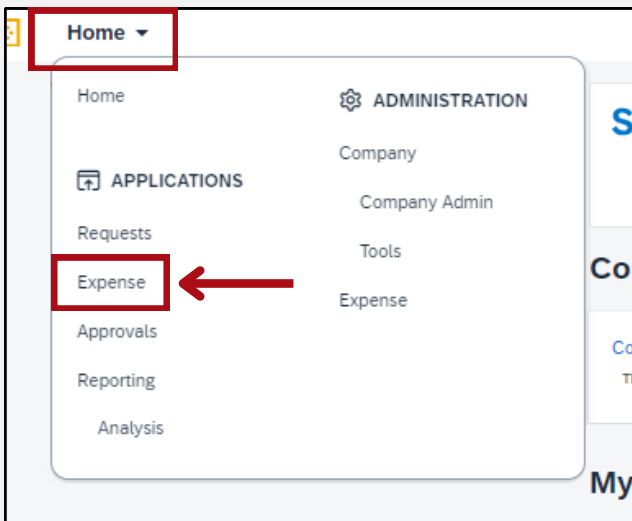
Option 1: Start your reconciliation from the Concur home page

From the home page, click **Start a Report** at the top of the page.



You'll see a window labeled Create New Report. This is the report header. Go to [page 4](#) to learn how to fill it in.

Option 2: Start your reconciliation from the manage expenses screen



From the home page, click the **Home** drop-down menu in the upper-left corner.

Click **Expense**.

Click **Create New Report** in the upper right.

Manage Expenses

Report Library

View: Active Reports

Flag Errors Training 11/08/2023 \$3,060.90 Returned Sent Back to Employee	AI 17 - 60+ Day (In State) 10/20/2023 \$15.00 Returned Sent Back to Employee Concur Administrator	Demo 10/20/2023 (\$38.98) Returned Sent Back to Employee	Demo Pcard 2 10/02/2023 \$566.52 Returned Sent Back to Employee	Demo Pcard 10/02/2023 \$363.46 Returned Sent Back to Employee
International Workflow 2 01/29/2024 \$613.50 Not Submitted	How to Guide 11/14/2023 \$206.50 Not Submitted	Past 60 Days International W... 10/27/2023 \$586.00 Not Submitted	Same Day Travel 10/24/2023 \$44.25 Not Submitted	60 Day Flag International 09/29/2023 \$563.50 Not Submitted
Testing TA Error 09/29/2023 \$1,698.69	Demo Pcard Travel 09/28/2023 \$283.02	Personal Car Mileage 09/26/2023 \$5,820.53		

SAP Concur Expense

Ma **Create New Report**

Create From an Approved Request

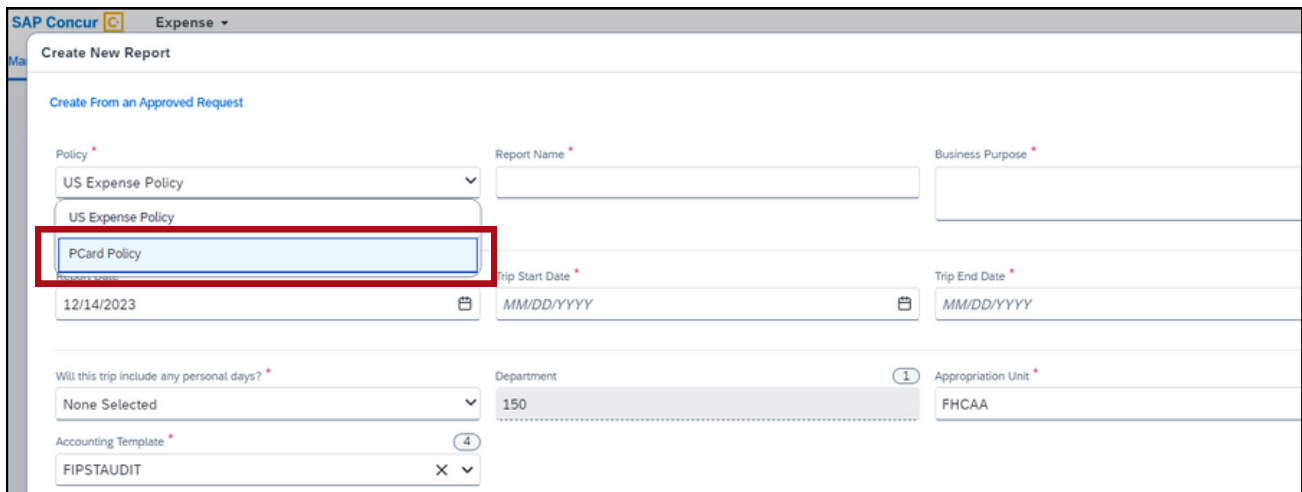
Policy *
US Expense Policy

Report Name *

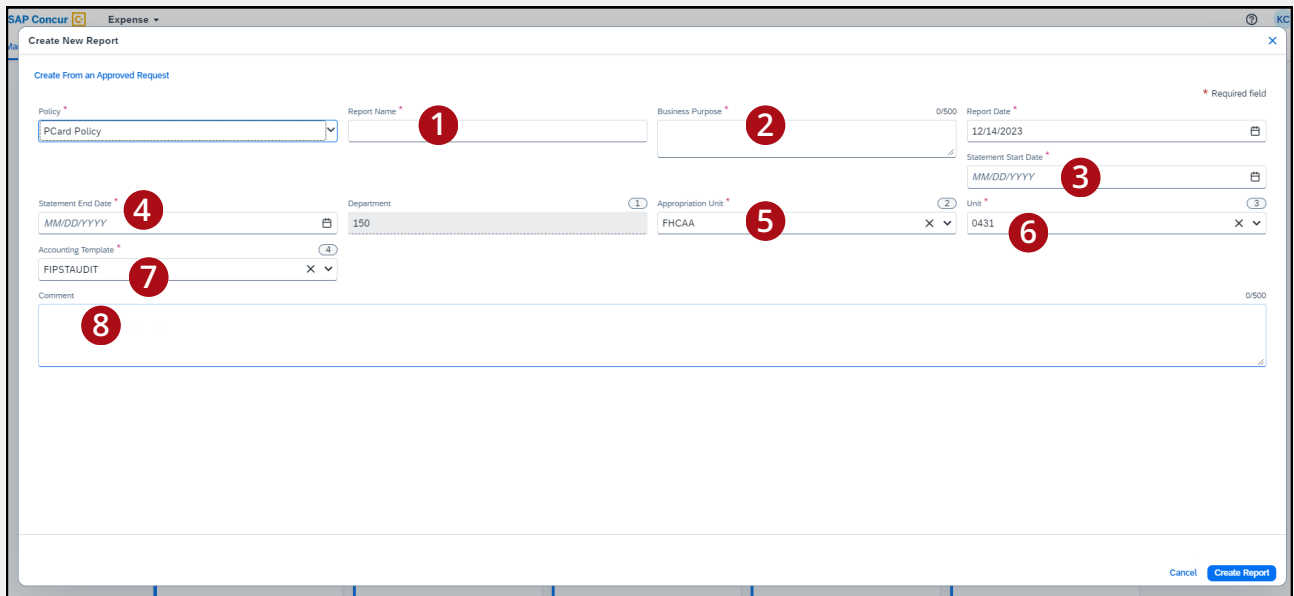
You'll see a window labeled **Create New Report**. This is the report header. Go to [page 4](#) to learn how to fill it in.

Fill in the report header

From the **Policy** drop-down menu, select **PCard Policy**.

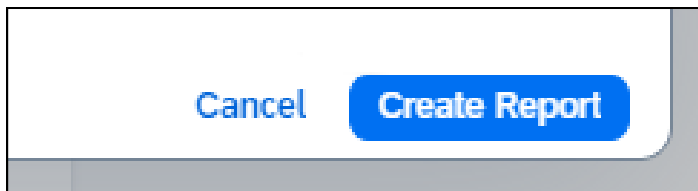


Fill in the rest of the fields.



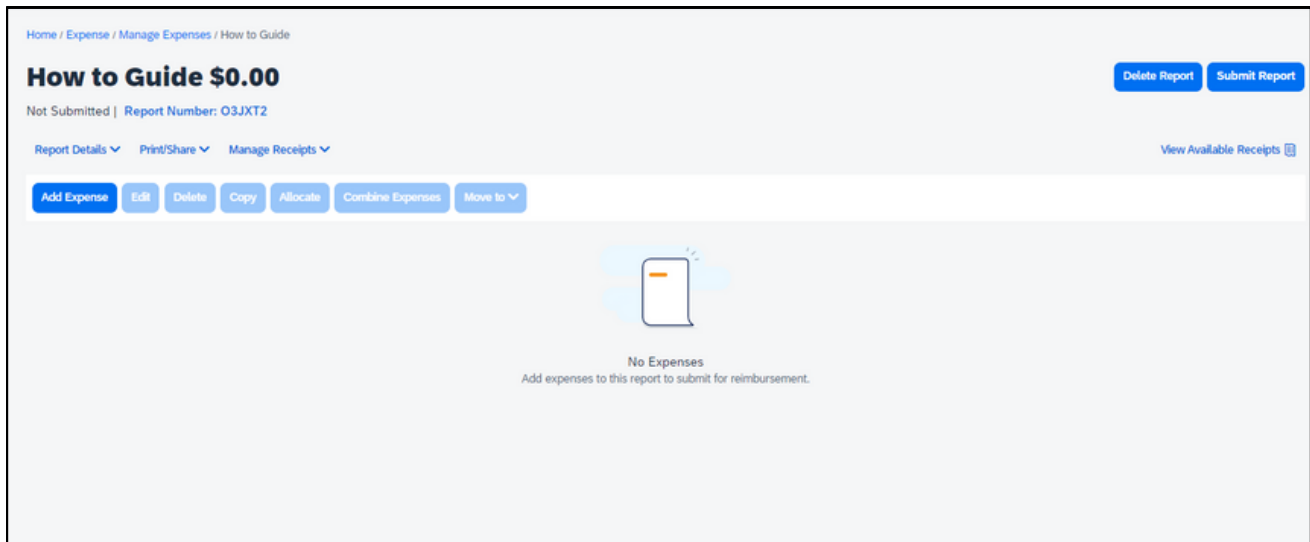
1. In the **Report Name** field, name the report. Follow your agency's guidance on how to name reports.
2. In the **Business Purpose** field, write your business purpose. For example, "Purchased office supplies, software, and personal protective equipment for the department."
3. In the **Statement Start Date** field, enter the date of the first transaction that will be reconciled.
4. In the **Statement End Date** field, enter the date of the last transaction that will be reconciled.

5. From the **Appropriation Unit** drop-down menu, select the correct coding. Only change this if the default coding is not covering the expected expenses. Ask your supervisor if you're not sure.
6. From the **Unit** drop-down menu, select the correct code. Only change this if the default coding is not covering the expected expenses. Ask your supervisor if you're not sure.
7. From the **Accounting Template** drop-down menu, select the correct template. Only change this if the default coding is not covering the expected expenses. Ask your supervisor if you're not sure.
8. In the **Comment** field, write any comments you'd like the approvers to see. This is field is optional. Follow your agency's guidance for how to fill in the Comment field.



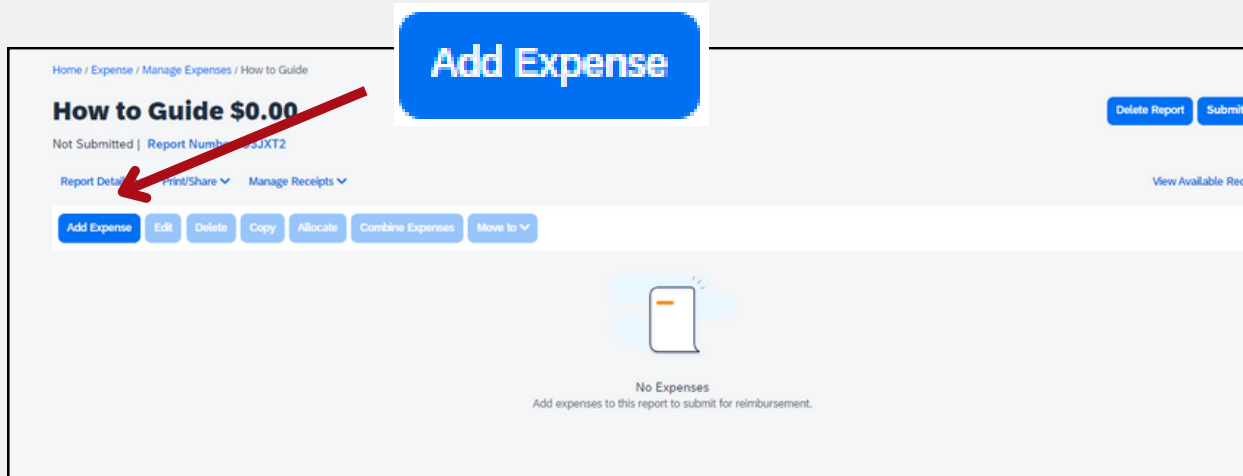
When you've filled in all the fields, click the blue button **Create Report** in the bottom-right corner.

You'll see the Add Expense screen. Now you can add your p-card expenses. Go to [page 6](#) to learn how.

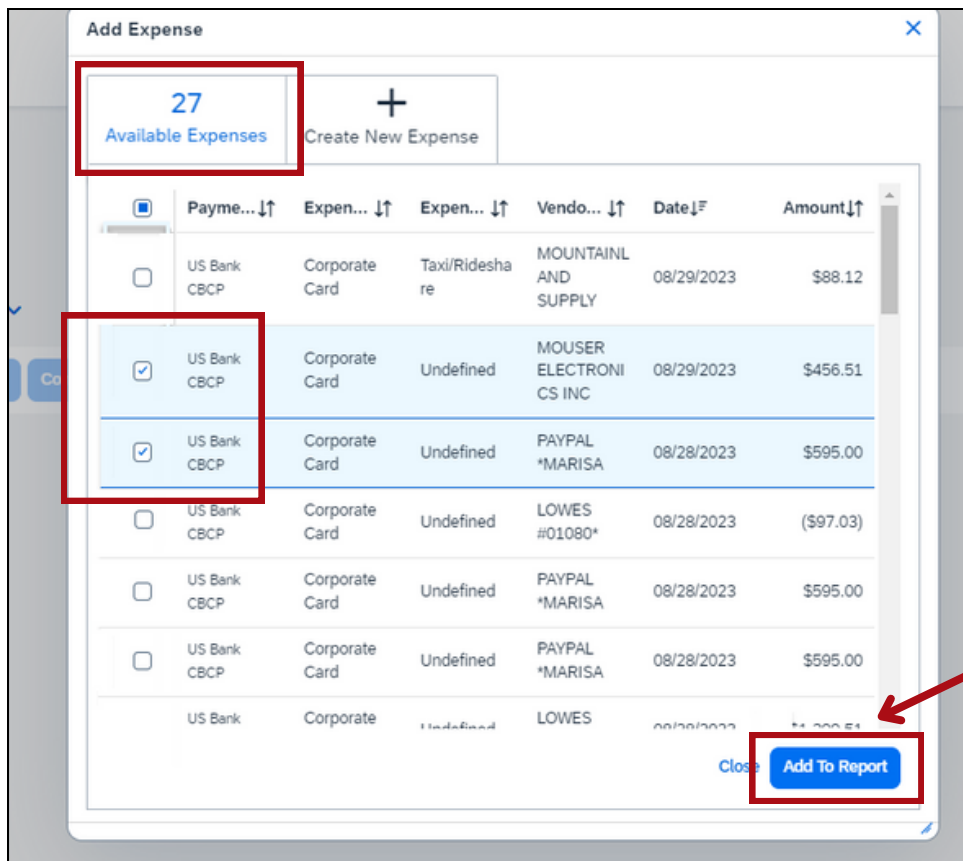


Add your p-card expenses

From the Add Expense screen, click the blue button **Add Expense**.



Click the **Available Expenses** tab and then select the expenses you want to add to your reconciliation.



Click the blue button **Add to Report** in the bottom right.

The expenses are added but have red x icons next to them, which means there are errors. You need to add more details to the expenses to fix the errors.

Home / Expense / Manage Expenses / How to Guide

Alerts: 4

How to Guide \$1,051.51

Not Submitted | Report Number: O3JXT2

Report Details | Print/Share | Manage Receipts

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"/>	x		US Bank CBCP	Undefined	MOUSER ELECTRONICS INC	08/29/2023	\$456.51
<input type="checkbox"/>	x		US Bank CBCP	Undefined	PAYPAL *MARISA	08/28/2023	\$595.00
							\$1,051.51

Click anywhere on the expense line to open the data entry screen.

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>	x		US Bank CBCP	Undefined	MOUSER ELECTRONICS INC	08/29/2023	\$456.51
<input type="checkbox"/>	x		US Bank CBCP	Undefined	PAYPAL *MARISA	08/28/2023	\$595.00
							\$1,051.51

Under **Expense Type**, select the correct expense from the drop-down menu. For this example, we'll select **Office Supplies and Materials**.

All | x | i | a | i

The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report.

You must attach a receipt image to this expense.

Undefined \$456.51

Cancel | Delete Expense | Save Expense

08/29/2023 | MOUSER ELECTRONICS INC | Corporate Card

Details | Itemizations

Allocate

Expense Type *
Undefined

08/29/2023

Enter Vendor Name
MOUSER ELECTRONICS INC

City of Purchase

Payment Type
US Bank CBCP

Amount
456.51

Currency
US, Dollar (USD)

Personal Expense (do not reimburse)

Comment

Receipt

Add Receipt

Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. 5MB limit per file.



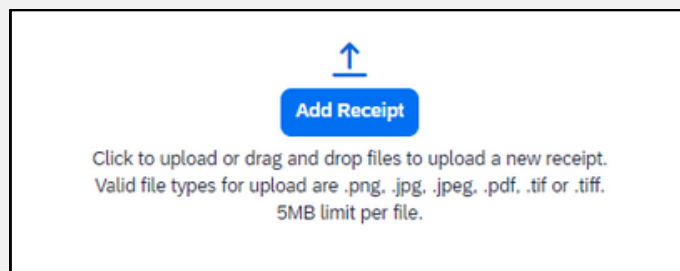
Make sure you choose the correct expense type when you add an expense to your p-card reconciliation. If the expense type isn't correct, it will have the wrong object code when it's uploaded to the state's accounting system. If you're not sure what expense type to choose, ask your supervisor.

Fill in the rest of the fields.

The screenshot shows a web interface for adding an expense. The title is "Undefined \$456.51". The form is divided into "Details" and "Receipt" sections. The "Details" section has an "Allocate" tab and several fields: "Expense Type" (Office Supplies and Materials), "Transaction Date" (08/29/2023), "Business Purpose" (marked with a red '1'), "Enter Vendor Name" (MOUSER ELECTRONICS INC), "City of Purchase", "Receive Date & Receive Person" (marked with a red '2'), "Contract Number" (marked with a red '3'), "Payment Type" (US Bank CBCP), "Amount" (456.51), "Currency" (US, Dollar (USD)), and "Comment" (marked with a red '4'). There are "Save Expense" and "Cancel" buttons at the bottom left. The "Receipt" section has an "Add Receipt" button and instructions: "Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. 5MB limit per file."

1. In the **Business Purpose** field, write the reason your made this purchase.
2. In the **Receive Date & Receive Person** field, enter the date the item was received at the office and the person who received the item.
3. If the state has a contract with the vendor, enter the contract number in the **Contract Number** field.
4. In the **Comment** field, write any comments you'd like the approvers to see. This is field is optional. Follow your agency's guidance for how to fill in the Comment field.

Add the receipt.
Go to [page 11](#) to learn how.



The screenshot shows a form with two tabs: 'Details' and 'Itemizations'. The 'Itemizations' tab is highlighted with a red border. Below the tabs, the 'Amount' is listed as '\$595.00' and 'Itemized' as '\$0.00'. At the bottom, there are three buttons: 'Create Itemization' (blue), 'Edit' (light blue), and 'Allocate' (light blue).

Itemize the expense if items on the receipt have different expense types.

For example, if you bought office supplies and personal protective equipment at the same time, you need to itemize the expense.

Go to [page 15](#) to learn how.

Allocate the expense if it needs to be assigned to multiple accounting templates.

For example, if the expense needs to be divided between 2 divisions, you need to allocate the expense.

template Go to [page 20](#) to learn how.

The screenshot shows an expense form for 'MOUSER ELECTRONICS INC' dated '08/29/2023' and categorized as 'Corporate Card'. It has 'Details' and 'Itemizations' tabs. The 'Allocate' button, which includes a circular icon with a plus sign, is highlighted with a red border. Below the tabs, the 'Expense Type' is set to 'Office Supplies and Materials' and the 'Transaction Date' is partially visible as 'Busine'.

When the expense is complete, click **Save Expense**.

The screenshot shows three blue buttons: 'Save Expense', 'Save and Add Another', and 'Cancel'.

You can click **Save and Add Another** if you need to add another expense to your p-card reconciliation.




Back at the Add Expense screen, you'll see the error is gone and the expense is now labeled correctly. The square icon shows that a receipt is attached. Repeat the same steps with all your expenses.

How to Guide \$1,051.51

Not Submitted | Report Number: O3JXT2

Report Details ▾ Print/Share ▾ Manage Receipts ▾

[Add Expense](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#) [Combine Expenses](#) [Move to ▾](#)


<input type="checkbox"/>	Alerts↓↑	Receipt↓↑	Payment Type↓↑	Expense Type↓↑
<input type="checkbox"/>			US Bank CBCP	Office Supplies and Materials
<input type="checkbox"/>			US Bank CBCP	Undefined

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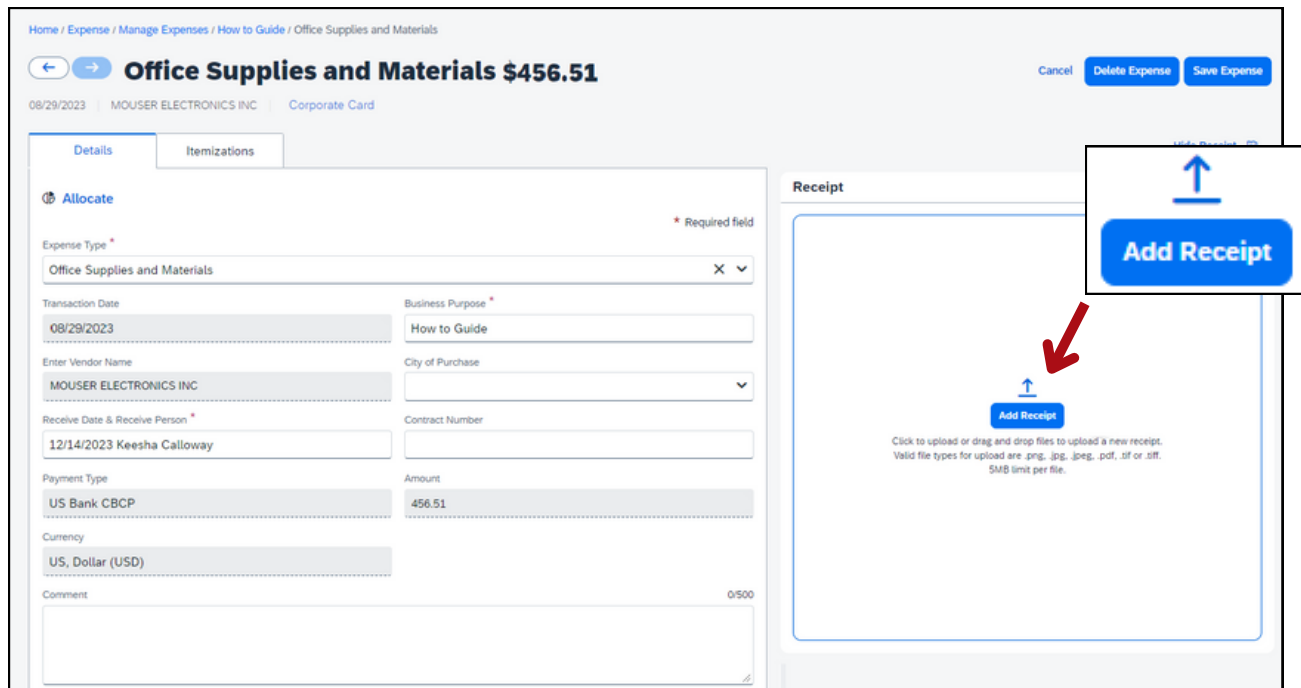
[Alerts and error messages](#)

[Submit your p-card reconciliation](#)

How to attach a receipt

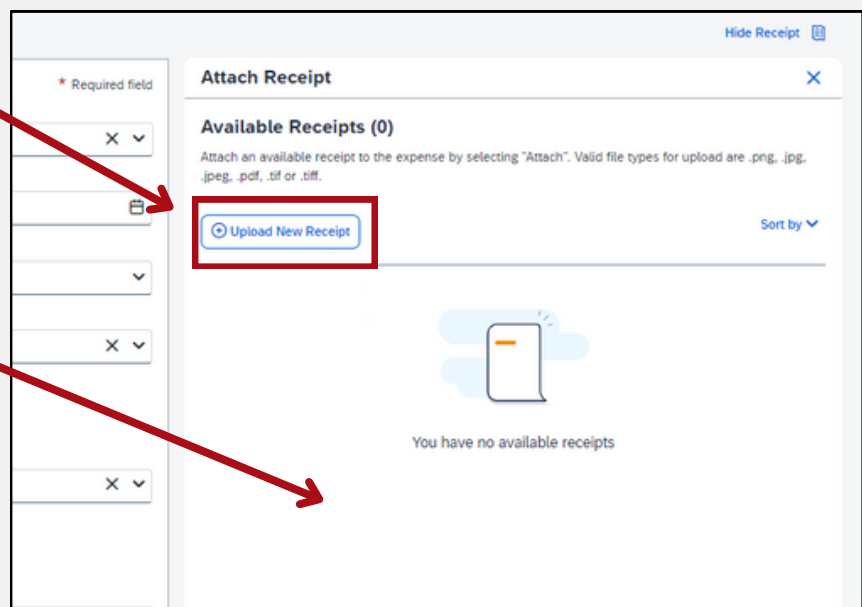
 You need to attach an itemized receipt to each expense in your p-card reconciliation. If you don't have an itemized receipt, see [page 13](#) to learn how to use the missing receipt affidavit.

After adding the expense details, click the blue button **Add Receipt**.

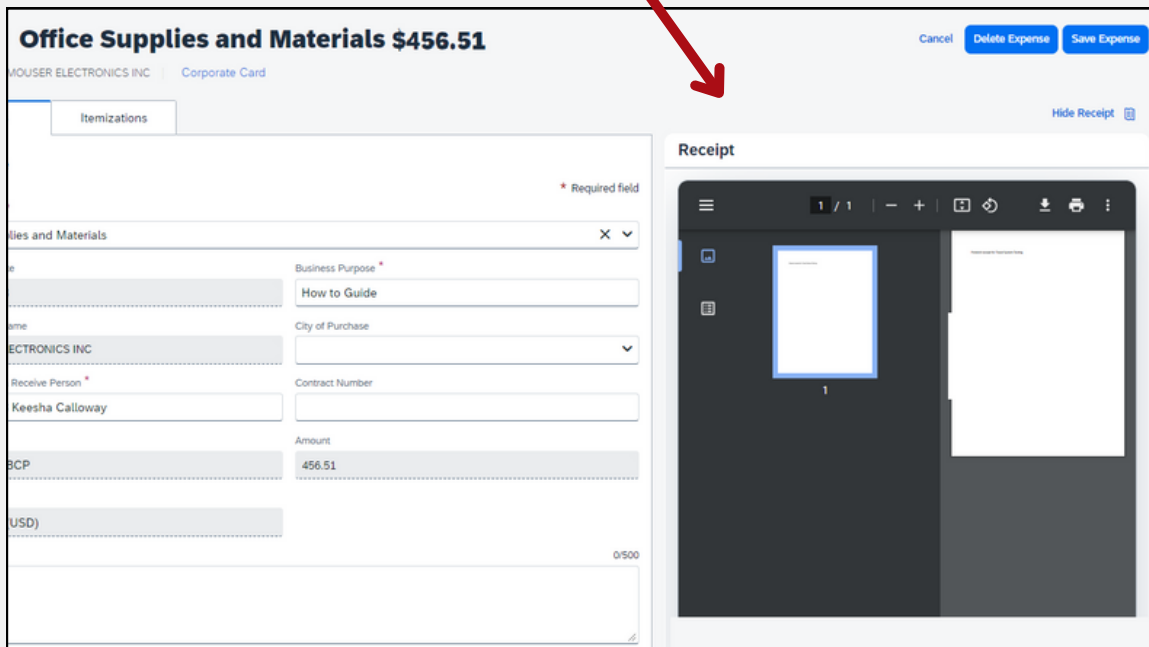


Click the button **Upload New Receipt** to browse your files for the image.

Or drag and drop the image into the blank space under the button.



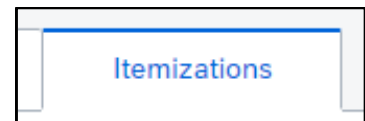
When the receipt is attached, you'll see it displayed in the **Receipt** box.



The screenshot shows an expense entry form titled "Office Supplies and Materials \$456.51". The form is for "MOUSER ELECTRONICS INC" and is a "Corporate Card" expense. It has tabs for "Itemizations" and "Receipt". The "Receipt" tab is active, showing a scanned receipt image. The form fields include: Business Purpose (with a "How to Guide" link), City of Purchase, Receive Person (Keesha Calloway), Contract Number, and Amount (456.51). There are also buttons for "Cancel", "Delete Expense", and "Save Expense" at the top right.

After you attach the receipt, itemize or allocate the expense if you need to.

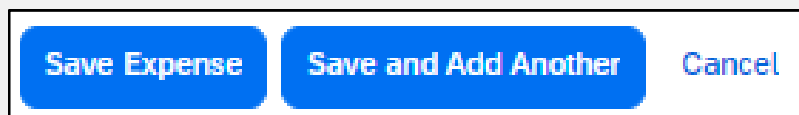
If items on a receipt have different expense types, you need to itemize the expense. Go to [page 15](#) to learn how.



If an expense needs to be assigned to multiple accounting templates, you need to allocate the expense. Go to [page 20](#) to learn how.



If this expense is complete, click **Save Expense**.




You can click **Save and Add Another** if you need to add another expense to your p-card reconciliation.

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[Submit your p-card reconciliation](#)

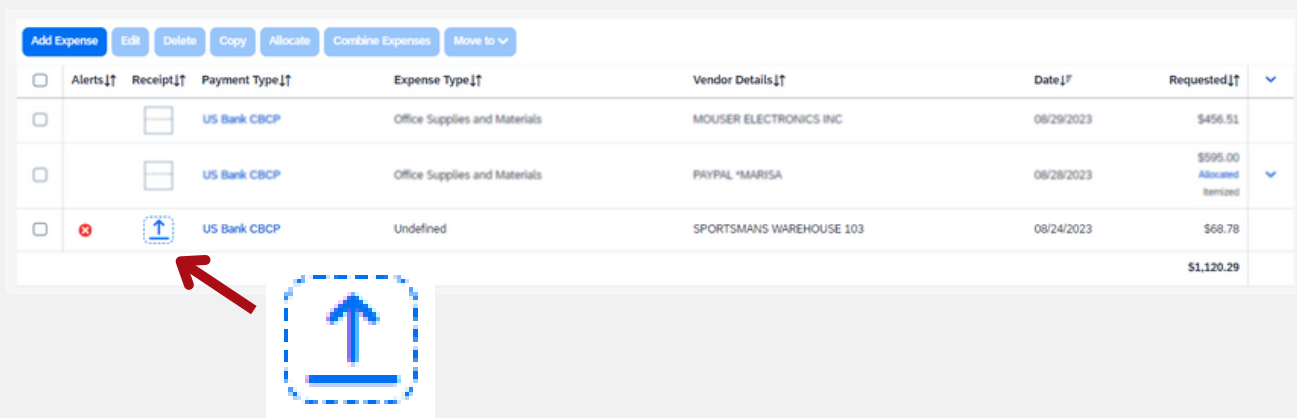
How to use the missing receipt affidavit





 If you don't have an itemized receipt to attach to your expense, you need to use the missing receipt affidavit.

You shouldn't use the missing receipt affidavit very often. Try to get a copy of your receipt from the company if you can.

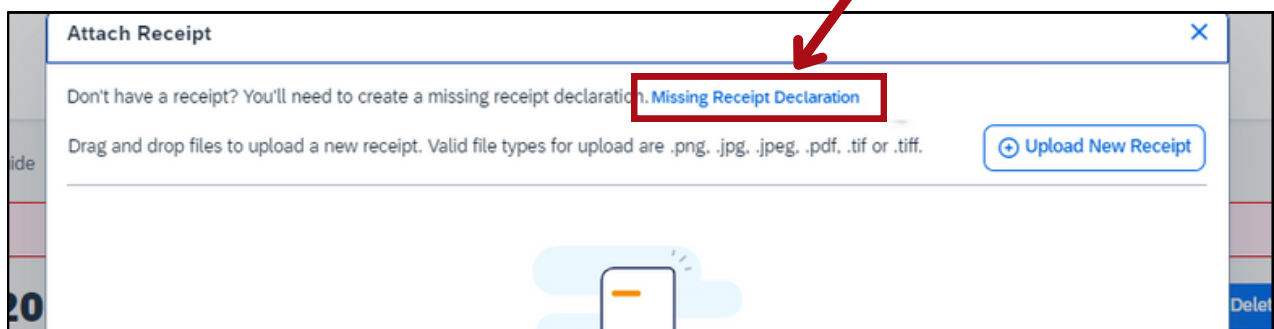
We don't allow the missing receipt affidavit to be used for lodging, airfare, or rental cars. If you don't have your receipt for any of those expenses, contact the company to get a copy.

In the Add Expense screen, expenses that need a receipt are marked with the attach receipt icon, which is a blue square with an arrow inside. Click the **attach receipt icon**.



<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>			US Bank CBCP	Office Supplies and Materials	MOUSER ELECTRONICS INC	08/29/2023	\$456.51
<input type="checkbox"/>			US Bank CBCP	Office Supplies and Materials	PRYPAL *MARISA	08/28/2023	\$595.00 Allocated Itemized
<input type="checkbox"/>			US Bank CBCP	Undefined	SPORTSMANS WAREHOUSE 103	08/24/2023	\$68.78
							\$1,120.29

In the Attach Receipt window, click the blue text **Missing Receipt Declaration**.



Select the expense that you don't have a receipt for, read the statement, and click **Accept & Create**.

Create Receipt Declaration

A receipt is required for this expense. If you are missing your receipt please use this missing receipt affidavit.
To create a Missing Receipt Declaration, select the expenses below that require a receipt.

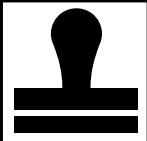
<input checked="" type="checkbox"/>	Expense Type↑↓	Vendor↑↓	Date↓↑	Amount↓↑
<input checked="" type="checkbox"/>	Undefined	SPORTSMANS WAREHOUSE 103	08/24/2023	\$68.78

i I certify that I lost my receipt and this is a valid business expense and that I may be responsible to pay back any reimbursement not deemed a valid business expense. I also understand that repeated loss of receipts may be grounds for revoking use of a State P-Card (if applicable).

Cancel **Accept & Create**

You're back at the Add Expense screen, and the attach receipt icon has changed into the missing receipt icon, which is a black stamp.

<input type="checkbox"/>	Alerts↑↓	Receipt↑↓	Payment Type↑↓	Expense Type↑↓	Vendor Details↑↓	Date↓↑	Requested↑↓
<input type="checkbox"/>			US Bank CBCP	Office Supplies and Materials	MOUSER ELECTRONICS INC	08/29/2023	\$456.51
<input type="checkbox"/>			US Bank CBCP	Office Supplies and Materials	PRYPAL *MARISA	08/28/2023	\$595.00 Allocated Item
<input type="checkbox"/>			US Bank CBCP	Undefined	SPORTSMANS WAREHOUSE 103	08/24/2023	\$68.78
							\$1,120.29



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[Submit your p-card reconciliation](#)

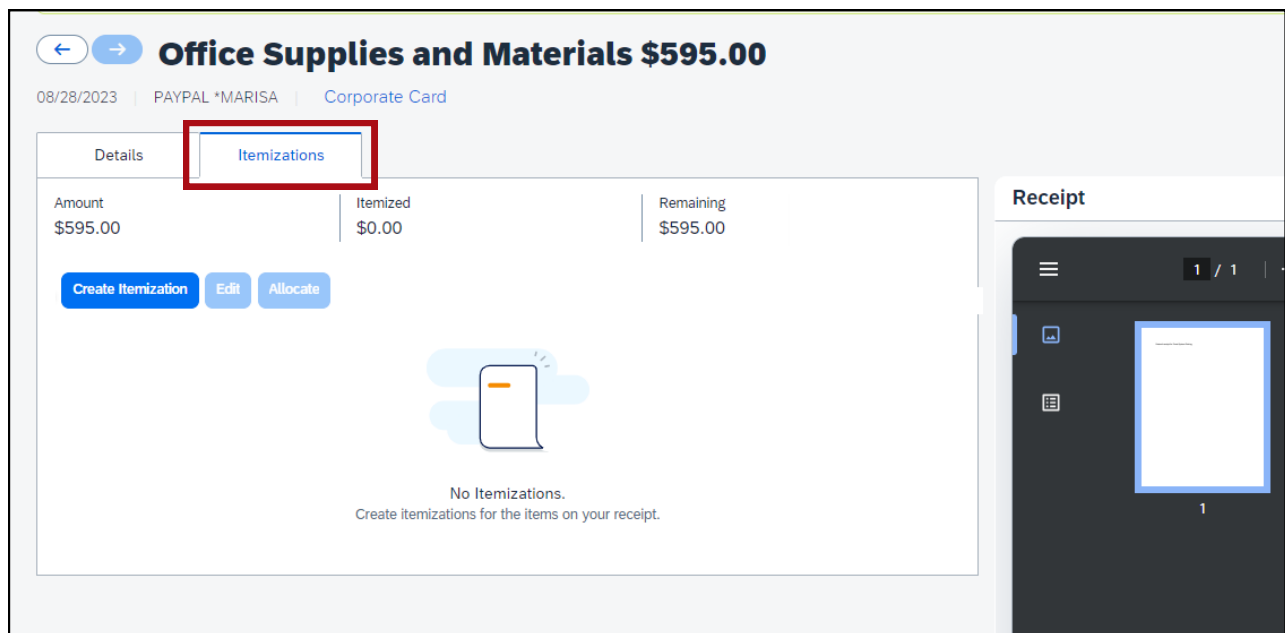
How to itemize an expense



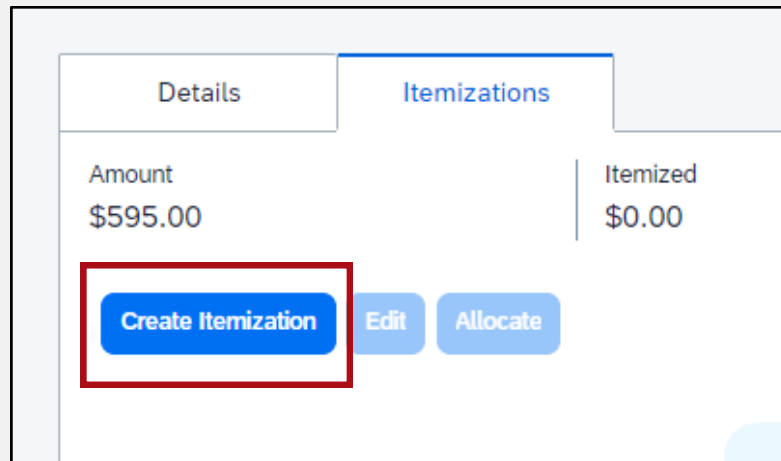
If items on a receipt have different expense types, you need to itemize the expense.

For example, if you bought office supplies and personal protective equipment at the same time, you need to itemize the expense to make sure the cost of each item is recorded correctly when it's uploaded to the state's accounting software.

In the data entry screen for the expense, click the **Itemizations** tab.



Click **Create Itemization**.



From the **Expense Type** drop-down menu, select the correct expense type for the first item on your receipt. For this example, we'll select **Office Supplies and Materials**.

Office Supplies and Materials \$595.00

08/28/2023 | PAYPAL *MARISA | Corporate Card

Details | **Itemizations**

Amount	Itemized	Remaining
\$595.00	\$0.00	\$595.00

New Itemization * Required field

Expense Type *
Search for an expense type

Save Itemization | Save and Add Another | Cancel

Most fields are filled in automatically. You can change any information if you need to.

In the **Amount** field, enter the total cost of all the items on the receipt that count as office supplies and materials.

For this example, we'll enter \$200.

Home / Expense / Manage Expenses / How to Guide / Office Supplies and Materials

Office Supplies and Materials \$595.00

08/28/2023 | PAYPAL *MARISA | Corporate Card

Details | **Itemizations**

Amount	Itemized	Remaining
\$595.00	\$0.00	\$595.00

New Itemization * Required field

Allocate

Expense Type *
Office Supplies and Materials

Transaction Date *
08/28/2023

Business Purpose *
How to Guide

Enter Vendor Name
PAYPAL *MARISA

City of Purchase

Receive Date & Receive Person *
12/14/2023 Keesha Calloway

Contract Number

Amount *
\$200.00

Currency
US, Dollar (USD)

Personal Expense (do not reimburse)

Comment 0/500



If there's any sales tax, add it to one of the itemizations—it doesn't matter which one. For example, if the receipt shows \$7.56 in sales tax and your first itemization is \$25, add the sales tax to that amount. So you would enter \$32.56 in the **Amount** field.

Click the blue button **Save Itemization** in the upper-right corner.



The itemization is added! The remaining balance of the receipt is marked with a red x icon. You need to itemize the other items on the receipt until the remaining balance is 0.

Home / Expense / Manage Expenses / How to Guide / Office Supplies and Materials

Alerts: 1

✖ The itemization amounts do not add up to the expense amount. [View](#)

← → **Office Supplies and Materials \$595.00**

08/28/2023 | PAYPAL *MARISA | Corporate Card

Details | **Itemizations**

Amount	Itemized	✖ Remaining
\$595.00	\$200.00	\$395.00

[Create Itemization](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#)

<input type="checkbox"/>	Date↑↕	Expense Type↑↓	Requested↑↓
<input type="checkbox"/>	08/28/2023	Office Supplies and Materials	\$200.00

To add another itemization, click **Create Itemization**.

Details | **Itemizations**

Amount	Itemized	✖ Remaining
\$595.00	\$200.00	\$395.00

[Create Itemization](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#)

<input type="checkbox"/>	Date↑↕	Expense Type↑↓	Requested↑↓
<input type="checkbox"/>	08/28/2023	Office Supplies and Materials	\$200.00

From the **Expense Type** drop-down menu, select the correct expense type for the next item on your receipt. For this example, we'll select **Personal Protective Clothing & Equipment**.

In the **Amount** field, enter the total cost of all the items on the receipt that count as personal protective clothing and equipment. For this example, we'll enter \$395.

← → **Office Supplies and Materials \$595.00**

08/28/2023 | PAYPAL *MARISA | Corporate Card

Details	Itemizations	
Amount \$595.00	Itemized \$200.00	Remaining \$395.00

New Itemization

[Allocate](#)

Expense Type *
Personal Protective Clothing & Equipment

Transaction Date *
08/28/2023

Business Purpose *
How to Guide

Enter Vendor Name
PAYPAL *MARISA

City of Purchase

Receive Date & Receive Person *
12/14/2023 Keesha Calloway

Contract Number

Amount *
\$395.00

Currency
US, Dollar (USD)

Personal Expense (do not reimburse)

Comment

0/500

Click the blue button **Save Itemization** in the upper-right corner.

Cancel

Save Itemization

The itemization is added! When everything is itemized correctly, you'll see a green check mark with a remaining balance of \$0.00.

Home / Expense / Manage Expenses / How to Guide / Office Supplies and Materials

Success! You have cleared all alerts on this expense.

Office Supplies and Materials **\$595.00**

08/28/2023 | PAYPAL *MARISA | Corporate Card

Details | **Itemizations**

Amount	Itemized	Remaining
\$595.00	\$595.00	✓ \$0.00

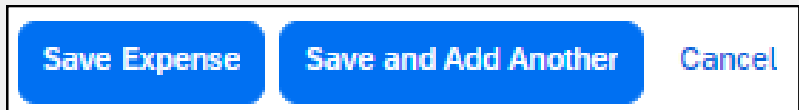
Create Itemization Edit Delete Copy Allocate

<input type="checkbox"/>	Date↑	Expense Type↓	Requested↓
<input type="checkbox"/>	08/28/2023	Office Supplies and Materials	\$200.00
<input type="checkbox"/>	08/28/2023	Personal Protective Clothing & Equipment	\$395.00

If an expense needs to be assigned to multiple accounting templates, you need to allocate the expense. Go to [page 20](#) to learn how.



If this expense is complete, click **Save Expense**.



You can click **Save and Add Another** if you need to add another expense to your p-card reconciliation.

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[Alerts and error messages](#)

[Submit your p-card reconciliation](#)

How to allocate an expense



The accounting template allows expenses to be automatically recorded in the state's accounting software. If an expense needs to be assigned to multiple accounting templates, you need to allocate the expense.

For example, if the administrative assistant in the Division of Finance buys printer paper for a printer that's shared by the Division of Finance and the Division of Purchasing, the expense needs to be divided so that finance pays for 50% and purchasing pays for 50%. Assigning different accounting templates is how you divide the expense and make sure it's recorded correctly in the accounting software.

If you need to allocate the full expense, click the **Details** tab, then click blue text **Allocate**.

The screenshot shows a web interface for managing expenses. At the top, there is a breadcrumb trail: Home / Expense / Manage Expenses / How to Guide / Undefined. Below this, there are navigation arrows and the title 'Undefined \$595.00'. The date '08/28/2023' and payment method 'PAYPAL *MARISA' are displayed, along with a 'Corporate Card' label. Two tabs are visible: 'Details' and 'Optimizations'. A red arrow points to the 'Details' tab. Below the tabs, a red box highlights the 'Allocate' button. The main form contains several fields: 'Expense Type' (Office Supplies and Materials), 'Transaction Date' (08/28/2023), 'Business Purpose' (How to Guide), 'Enter Vendor Name' (PAYPAL *MARISA), 'City of Purchase' (dropdown), 'Receive Date & Receive Person' (12/14/2023 Keesha Calloway), 'Contract Number' (12/14/2023 Keesha Calloway), 'Payment Type' (US Bank CBCP), 'Amount' (595.00), 'Currency' (US, Dollar (USD)), and a checkbox for 'Personal Expense (do not reimburse)'. A comment field is at the bottom with a character count of 0/500. A red asterisk indicates required fields.

If you need to allocate just 1 item on the receipt, click the **Itemization** tab. Then select the item that needs to be allocated and click **Allocate**.

Home / Expense / Manage Expenses / How to Guide / Office Supplies and Materials

← → **Office Supplies and Materials \$595.00**

08/28/2023 | PAYPAL *MARISA | Corporate Card

Details **Itemizations**

Amount \$595.00 | Itemized \$595.00 | Remaining \$0.00

Create Itemization Edit Delete Copy **Allocate**

<input type="checkbox"/>	Date↑	Expense Type↑	Requested↓
<input checked="" type="checkbox"/>	08/28/2023	Office Supplies and Materials	\$200.00 Allocated
<input type="checkbox"/>	08/28/2023	Personal Protective Clothing & Equipment	\$395.00 Allocated

You'll see a window labeled **Allocate**. Click **Percent** if you want to allocate a percentage of the expense to a different accounting template. Click **Amount**, if you want to allocate a specific dollar amount. For this example, we'll choose **Percent**.

Percent Amount

SAP Concur Expense

Allocate

Expenses: 2 | \$595.00

Allocated \$595.00 | 100% | Remaining \$0.00 | 0%

Default Allocation

Code: Default Percent %: 100

Add Edit Remove Save as Favorite

No Allocations
These expenses are assigned to your default allocation shown above. Click the allocate button to allocate part or all of these expenses differently.

Cancel Save

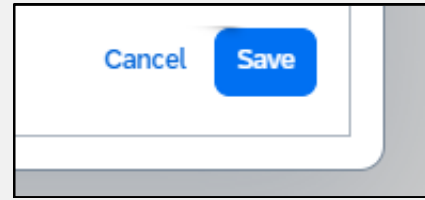
Click the blue button **Add**.



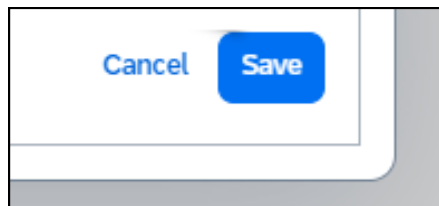
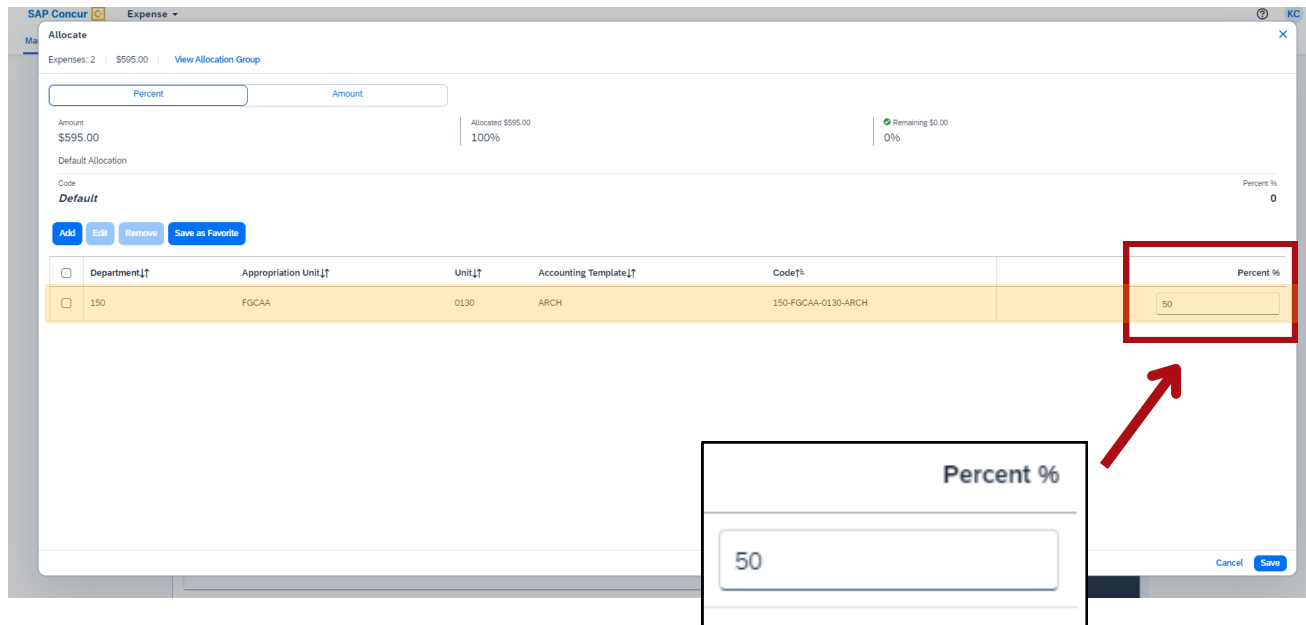
You'll see a window labeled **Add Allocation**. Fill in the fields.

1. From the **Appropriation Unit** drop-down menu, select the appropriation unit the expense should be assigned to.
2. From the **Unit** drop-down menu, select the unit the expense should be assigned to.
3. From the **Accounting Template** drop-down menu, select the accounting template the expense should be assigned to.

Click the blue button **Save** in the bottom right.

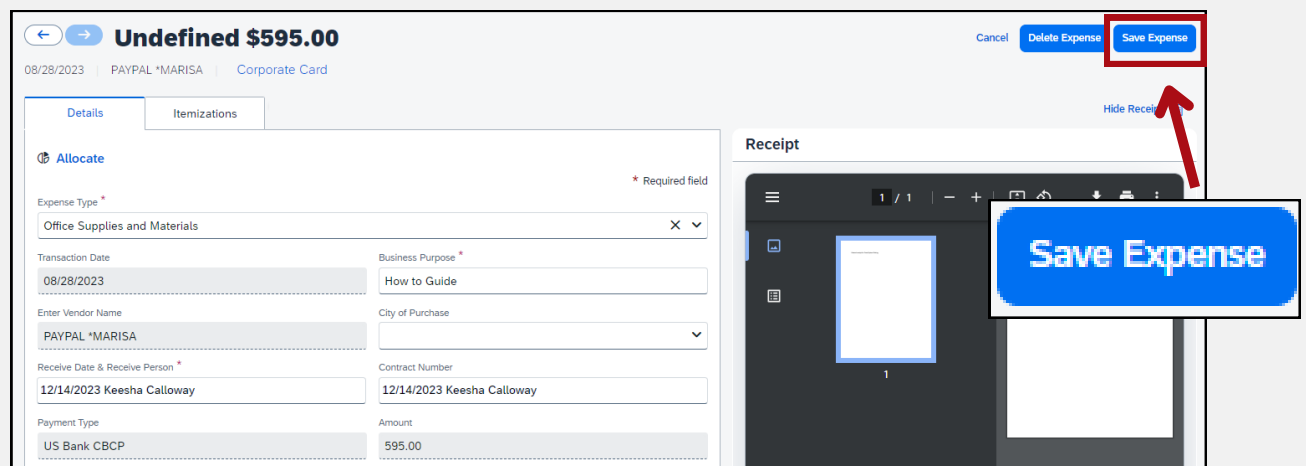


Back at the Allocate window, you'll see the allocation listed. In the **Percent %** field, enter what percentage of the expense you want allocated to this accounting template. For this example, we'll enter **50**.



Click the blue button **Save** in the bottom right.

Back at the data entry screen, click **Save Expense** in the upper-right corner.



Back at the Add Expense screen, you'll see the expenses are labeled allocated.

The screenshot shows an expense report titled "How to Guide \$1,051.51" with a report number of 03JXT2. The interface includes buttons for "Delete Report", "Copy Report", and "Submit Report". Below the title, there are options for "Report Details", "Print/Share", and "Manage Receipts". A toolbar contains "Add Expense", "Edit", "Delete", "Copy", "Allocate", "Combine Expenses", and "Move to". The main table lists expenses with columns for Receipt, Payment Type, Expense Type, Vendor Details, Date, and Requested. A red box highlights the "Requested" column, and a callout box points to the total of \$595.00, which is split into "Allocated" and "Itemized" amounts.

Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>	US Bank CBCP	Office Supplies and Materials	MOUSER ELECTRONICS INC	08/29/2023	\$456.51
<input type="checkbox"/>	US Bank CBCP	Office Supplies and Materials	PAYPAL *MARISA	08/28/2023	\$595.00 Allocated Itemized
<input type="checkbox"/>	US Bank CBCP	Personal Protective Clothing & Equipment	PAYPAL *MARISA	08/28/2023	\$395.00 Allocated
<input type="checkbox"/>	US Bank CBCP	Office Supplies and Materials	PAYPAL *MARISA	08/28/2023	\$200.00 Allocated
					\$1,051.51

\$595.00
Allocated
Itemized

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[Alerts and error messages](#)


[Submit your p-card reconciliation](#)

Alerts and errors

Alerts are represented with the orange triangle icon. Alerts give helpful information about policy. They appear even if you've followed policy.

For example, if you bought desktop computers and the total was over \$5000, you'll see this warning asking if you followed procurement rules. This is just a reminder and will still appear even if you did everything correctly.

You can still submit your reimbursement request if you see an alert.

 Did this purchase follow applicable DTS and procurement laws, rules and policy when making the purchase? Please contact your Purchasing Manager and DTS Representative for questions. [View](#)



Errors are represented with the red circle icon. Errors need to be fixed before you can submit your reimbursement request. Once you fix the problem, the error message will disappear.

 Missing required field: Receive Date & Receive Person. [View](#)

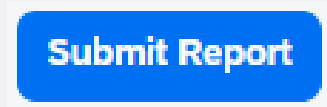


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[Submit your p-card reconciliation](#)

Submit the p-card reconciliation

From the Add Expense screen, click the blue button **Submit Report** in the upper right.



<input type="checkbox"/>	Alerts↑	Comment↑	Receipt↑	Payment Type↑	Expense Type↑	Vendor Details↑	Date↑	Requested↑	
<input type="checkbox"/>				Cash	Rental Car Reimbursement	Enterprise St George, Utah	03/21/2024	\$35.00 Allocated	
<input type="checkbox"/>				Cash	Lodging Reimbursement	Hyatt Hotels St George, Utah	03/21/2024	\$375.00 Itemized	
<input type="checkbox"/>				Cash	Daily Allowance (Incidentals)	St George, Utah	03/21/2024	\$3.75	
<input type="checkbox"/>				Cash	Daily Allowance	St George, Utah	03/21/2024	\$40.50	
<input type="checkbox"/>				Cash	Daily Allowance (Incidentals)	St George, Utah	03/20/2024	\$5.00	
<input type="checkbox"/>				Cash	Daily Allowance	St George, Utah	03/20/2024	\$54.00	
<input type="checkbox"/>				Cash	Daily Allowance	St George, Utah	03/19/2024	\$54.00	
<input type="checkbox"/>				Cash	Daily Allowance (Incidentals)	St George, Utah	03/19/2024	\$5.00	

You'll see a pop-up window labeled **User Electronic Agreement**. Read it and click **Accept & Continue**.

User Electronic Agreement

By clicking on the 'Accept & Submit' button, I certify that:

1. This is a true and accurate accounting of expenses incurred to accomplish official business for the State and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.
2. All required receipt images have been attached to this report.
3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
4. In the event of overpayment or if payment is received from another source for any portion of the expenses claimed I assume responsibility for repaying the State in full for those expenses.
5. By selecting OK and submitting your reimbursement, you attest that all expenses reported for reimbursement are accurate and do not include expenses paid in advance by the state or expenses paid on your p-card.

Cancel **Accept & Continue**

You'll see another pop-up window labeled **Report Totals**.

Check that the information is correct and click **Submit Report**.

Company Payments	
\$0.00	\$1,051.51
Employee	US Bank CBCP

Employee Payments	
\$0.00	
Company	

Amount Total: \$1,051.51	Due Employee: \$0.00	Owed Company: \$0.00
Requested Amount: \$1,051.51	Amount Due (US Bank CBCP): \$1,051.51	Total Paid By Company: \$1,051.51
	Total Owed By Employee: \$0.00	

Report Submitted

How to Guide | \$894.81

Close

Your reimbursement request is submitted!

Click **Close**.

Your p-card reconciliation now appears in the Manage Expenses screen. It shows that it has been submitted and is pending cost object approval, which means it has been sent to the budget officer for approval.

Expense Item	Amount	Status
Returned		Returned
Returned		Returned
Returned		Returned
Returned		Returned
Returned		Returned
Demo Pcard 10/02/2023	\$363.46	Returned
International Workflow 2 01/29/2024	\$628.02	Not Submitted
Pcard Test 12/6/2023 12/06/2023	\$79.06	Not Submitted
Icons Test 11/30/2023	\$397.50	Not Submitted
Pcard Icons Test 11/30/2023	\$85.00	Not Submitted
Past 60 Days International W... 10/27/2023	\$586.00	Not Submitted
Same Day Travel 10/24/2023	\$44.25	Not Submitted
60 Day Flag Internatio 09/29/2023	\$563.50	Not Submitted
Personal Car Mileage 09/26/2023	\$5,820.53	Not Submitted
How to Guide 12/15/2023	\$1,051.51	Submitted

How to Guide 12/15/2023	
\$1,051.51	Submitted
Due Employee:	\$0.00
Pending Cost Object Approval	

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