Due Dates
Reconcile company card charges by the 1st business day of the month

Your supervisors approve charges by the 3rd of the month

*Note: Company Credit Card Charges are based on the calendar month

Billing Cycle
Calendar month (1st day of the month – last day of the month)

Contact Information
Tracy Dip, Disbursement Services Assistant. x5977 or tdip@usfca.edu

Dennis Miller, Manager P-card Services x2102 or millerd@usfca.edu or pcard@usfca.edu

JP Morgan Chase
Customer Service
1-800-270-7760 (24 hours)
(Lost/stolen, declined charges, account balance, and after you have called merchant – dispute charges)

Limit Increases
Budget Manager

Online Tutorial at https://myusf.usfca.edu/abs/ap/concur/tutorials

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Concur Expense
Reporting Cheat Sheet

Logging on to Concur

Option One: Log on to MyUSF
- Click on the ‘Concur’ located on the top section of the page

Option Two: Go to http://expense.usfca.edu
- Type in Logon ID (MyUSF) case sensitive
- Type password (first logon is your 8-digit CWID #)

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STEP 1: Creating an Expense Report
1. From the My Concur home page, click the Expense tab and select Create New Report.
2. On the Create a New Expense Report page, complete all required fields (those with red asterisks) and the optional fields as needed.
3. Click the Next link at the bottom of the page.

STEP 2: Importing transactions and adding out of pocket expenses to the reports
1. From the Expense List, select New Expense, then select the expense type from the helper pane on the right-hand side of the screen.
2. Complete all the required fields and the optional fields, as needed.
3. When done, click Save and repeat these steps to manually enter more expenses.

STEP 3: Attaching receipt images
1. After you have created an expense report, click the Add Card Charges link.
2. In the Available Company Card Charges section, select the check box for each transaction that you want to assign to the current expense report
3. Click the Import link and either import to a New Expense Report or select a report to import the charges to.

STEP 4: Faxing receipts to Concur
1. Send the Fax Cover Page to the phone number listed on the printed form.
2. Receipts will be associated to the report within 2-10 minutes.
3. Please verify whether the receipts came through clearly by clicking Receipts and View Receipts in New Window or View Receipts in Current Window.