Concur Expense
Reporting Cheat Sheet

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

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 on ID (MyUSF) case sensitive
- Type password (first logon is your 8-digit CWID #)

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 though clearly by clicking **Receipts** and *View Receipts in New Window* or *View Receipts in Current Window.*