

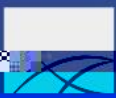


The only way to reconcile charges on the agency and travel cards is by processing them on a Report in Concur. If a cardholder accidentally uses their travel card for personal expenses or non-travel UA expenses (e.g. they used their travel card instead of their ProCard), they must assign them to and submit a Report.

1. Click [Report a Non-Travel Charge](#) in the top right corner of the Concur page.
2. Fill out the Header as accurately as possible
  - a. Use the most appropriate Trip Purpose for non-travel

Report a Non-Travel Charge

8 October 2023



3. Since no travel commenced, do not enter a Travel Allowance
4. Add the Expenses using the most appropriate Expense Type
  - a. Personal expenses are always Expense Type 1 Personal/Non