

You must receive training to have access to Concur.

Due Dates

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

Your supervisors approves charges by the 3rd of the month

Note: Company Credit Card charges are based on the calendar month

Expense reports can be submitted at any time but as frequently as is reasonable (ideally 1 per month)

Billing Cycle

Calendar month (1st day of month – last day of month)

Contact Information

Dennis Miller
Manager, Purchase Card Services
(415) 422-2102
millerd@usfca.edu

Company Credit Card Issues

JPMorganChase Customer Service
(800) 270-7760 (24hrs)

(Lost/stolen, declined charges, account balance, and after you have called merchant—disputed charges)

Limit Increases

Contact your Budget Manager



Logging On

1. Select web browser and go to <http://expense.usfca.edu>
2. Type in Logon ID (USF Connect ID) case sensitive.
3. Type password (First logon is your 8-digit CWID #).

How to get Help

Select the (?) icon at the top right of your screen - or -

View links on the **How Do I** section of Concur main page.

Step 1: Creating an Expense Report

1. From the **Concur Central** home page, click the **Create** link under the heading **Expense Reports**.
2. On the **Create Report Header** page, complete all required fields (those with red asterisks) and the optional fields as needed.
3. Click the **OK** link at the bottom of the page.

<Now that the report is created, you need to put something in it.>

(On-line tutorial)

<http://www.usfca.edu/busfin/html/concur/index.html>
(Listed under – How do I get trained...)

Step 2: Adding any Out-of-pocket expense to the Report

1. From the Expense List, select **Add 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 & Go to Expense List** (or click **Add Another Expense** to manually enter more expenses).

Step 3: Adding company credit card charges to the Report

1. On the **Add Expense for Report** page, click the **Add Company Card Transactions** link.
2. In the **Unassigned Company Card Transactions** section of the page, select the check box for each transaction that you want to assign to the current expense report.
3. Click the **Add Selected Transactions to Report** link.
4. When done, click **Save & Go to Company Card Transaction List**.

...<over for Steps 4-6>...

Step 4: Printing the Expense Report fax coversheet

1. On the **Expense List** page, click **Print Report**
2. Select **USF Fax Receipt** cover page and **Itemize**.
3. Click **Print Preview**.
4. After reviewing click **Print**, and then click **Close**.

Step 5: Faxing receipts to Concur

1. Send the **Fax Cover** page to the phone number listed on the printed form.
2. Within minutes, an icon will show up on the **Expense List** page.
3. Please verify whether the receipts came through clearly.

Note: You must fax receipts before an expense report can be submitted.

For Scanning Instructions, please see “**How Do I**” section in Concur Central.



Step 6: Submitting Expense Report

1. From the **Expense List** page, click **Submit Report**
- or -
2. from the **Expense Report List** page, click **Submit**.

Requesting a Cash Advance

1. From Concur Central, click **Request** next to Cash Advances.
2. In the **Cash Advance Name** field, enter a name for your cash advance.
3. In the **Currency of Advance** field, enter the currency in which you are requesting the advance.
4. In the **Amount Requested** field, enter the amount you want in cash.
5. In the **Comment** field, enter any necessary comments to your approver or back-office personnel.
6. Click **Submit**.

Note: You will have to submit and expense report within 30 days. See “**How Do I**” section in Concur Central for

instructions on “**Associating a Cash Advance**” to an expense report.

Creating a Travel Request (Optional)

1. On Concur Central, click **Create** next to **Travel Requests**
2. On the **Create Travel Request Header** page, complete all required fields (those with red asterisks) and the optional fields, as needed.
3. Click **OK**.

Adding Estimated Expenses to Travel Request

1. On the **Add Expense Category** page, select the appropriate expense category from the helper pane.
2. Complete all required fields (those with red asterisks) and the optional fields, as needed.
3. Click **Save & Go to Expense Category List**.
4. If you have to add more than one estimated expense, **repeat nos. 1-3** as needed.
5. Once done adding travel request expense categories, click **Go to Travel Request List** then under “**Actions**” click **Submit**.