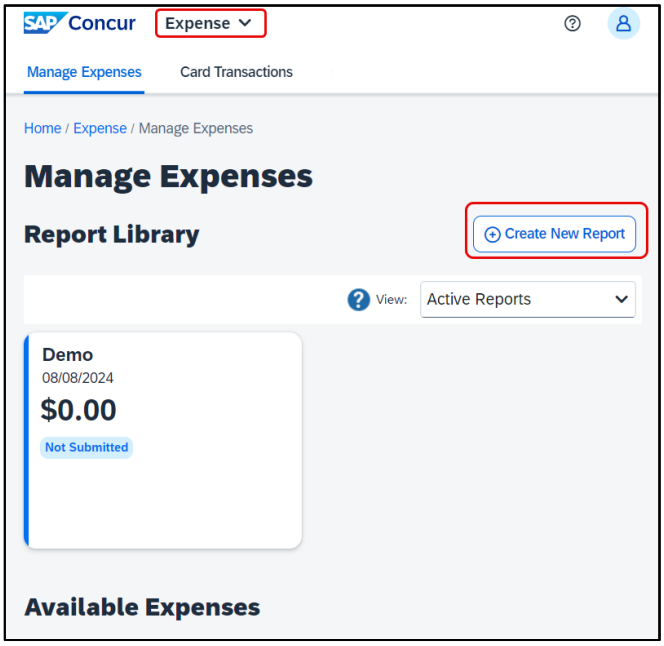
Unintended Transaction Expense report

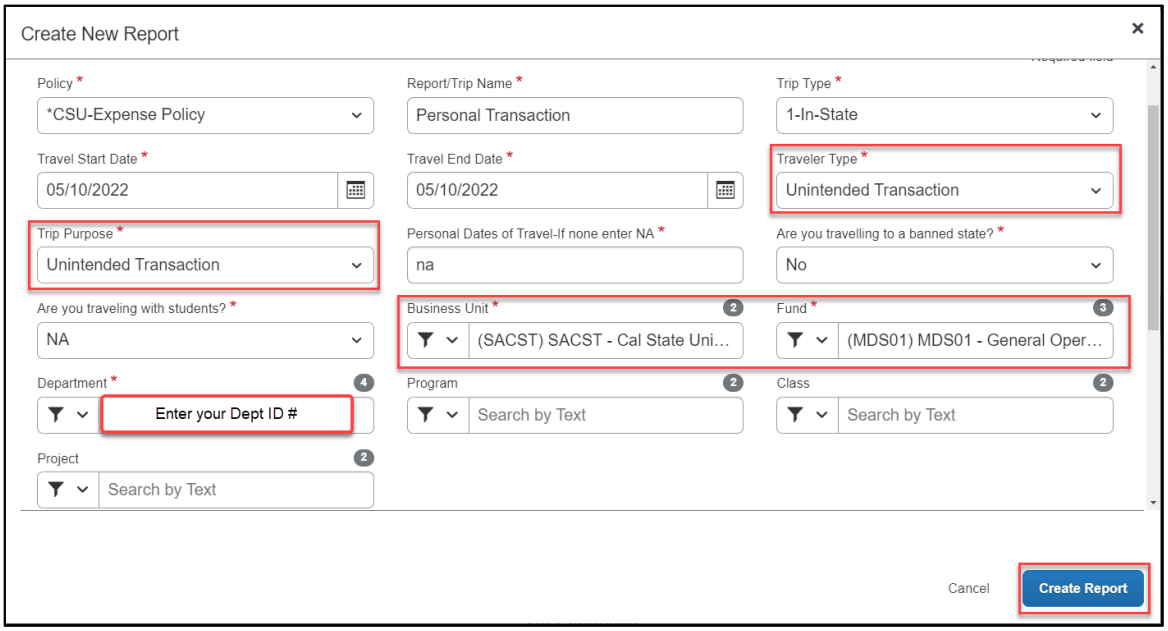
If you accidentally use the university card for a personal transaction or a charge reversal was completed, but the credit card transactions are still showing under **Available Expense** area; then you will need to create an Expense report to clear the transactions from Concur.

<u>Creating an Unintended Transaction Expense report</u>:

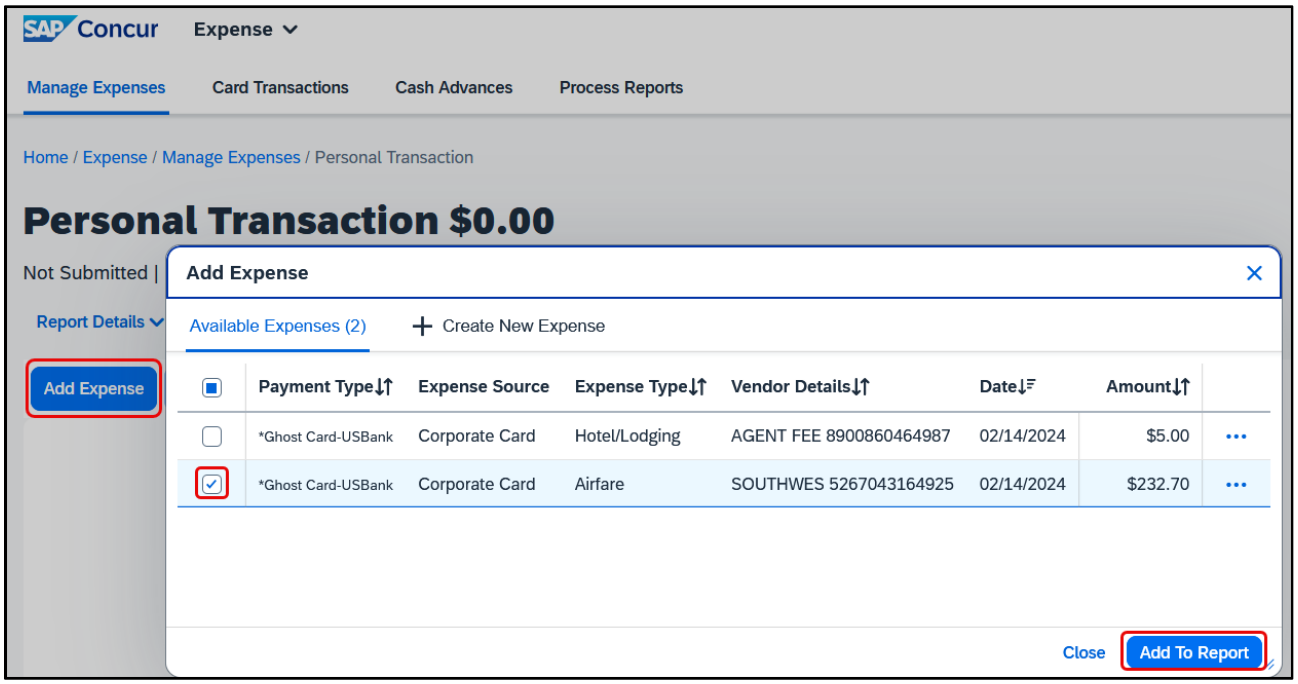
Click on **Expense** from drop down menu, click on **Create New Report**.



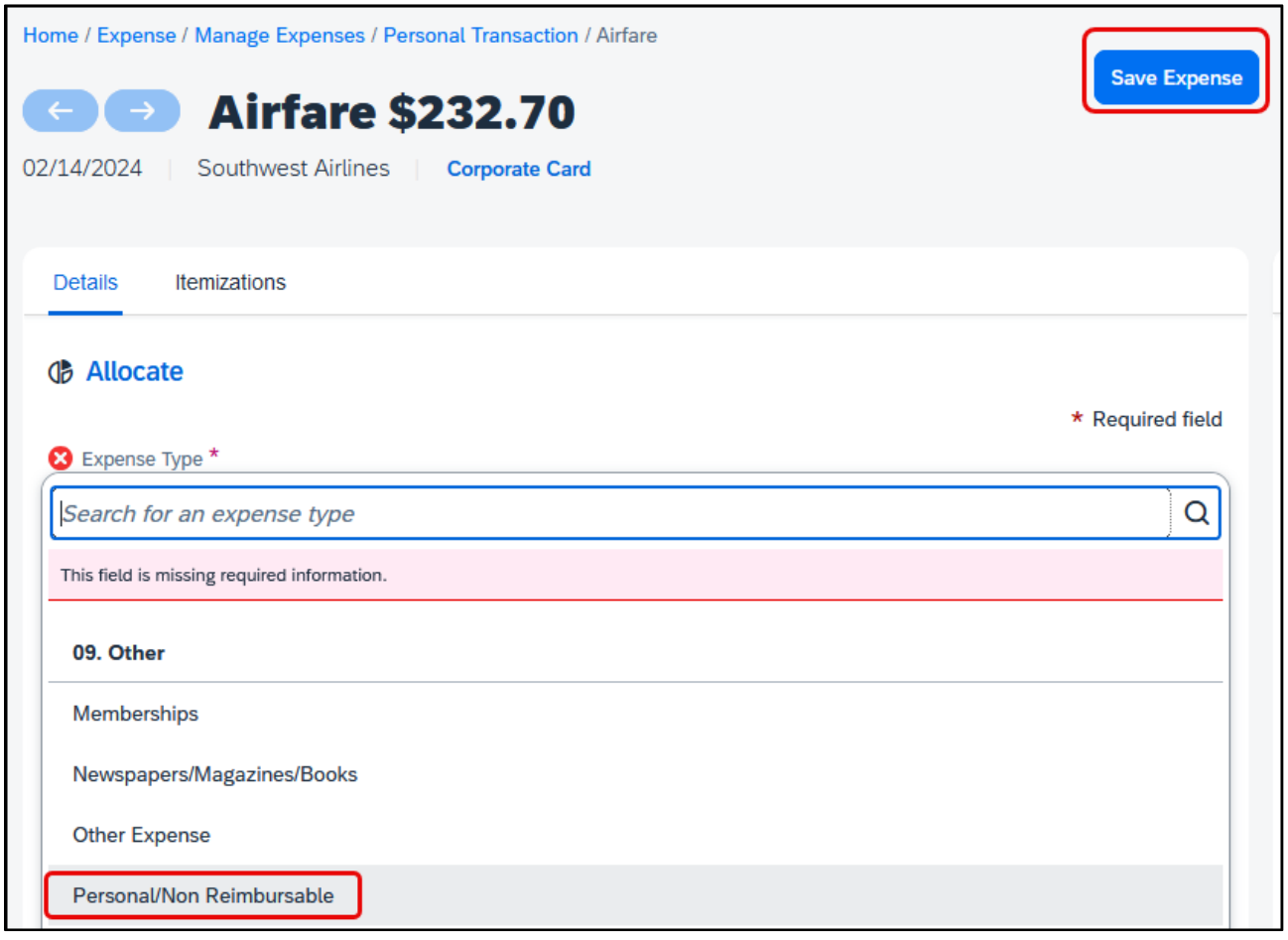
Fill in all required fields. For **Traveler Type** and **Trip Purpose**, enter **Unintended Transaction**. Enter in the Business Unit, Fund, Department as follows: **SACST**, **MDS01**, your **Dept ID #**. Click **Create Report.** *No request is required to be linked for this report to be submitted.



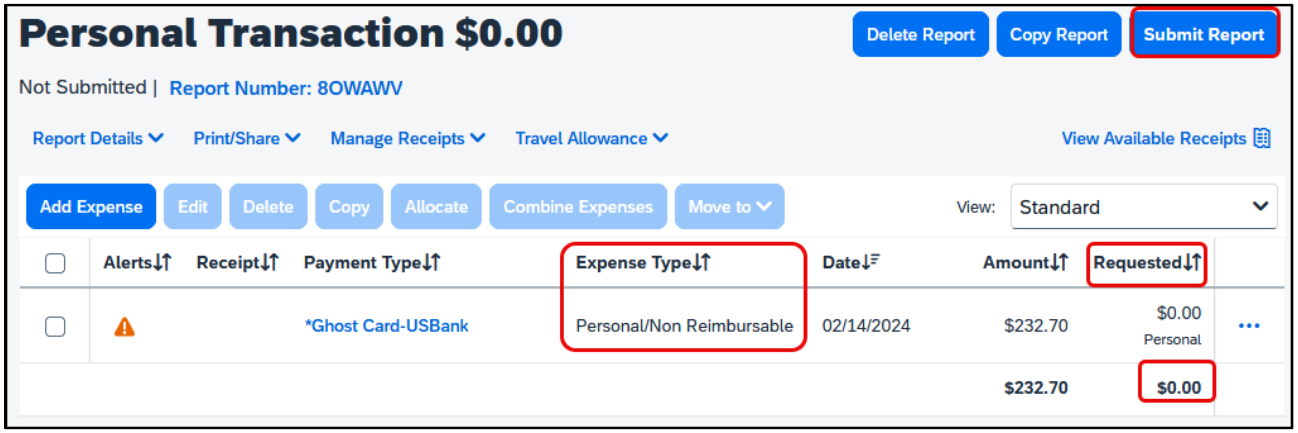
Click **Add Expenses**. Select credit card transaction(s). Click **Add to Report**.



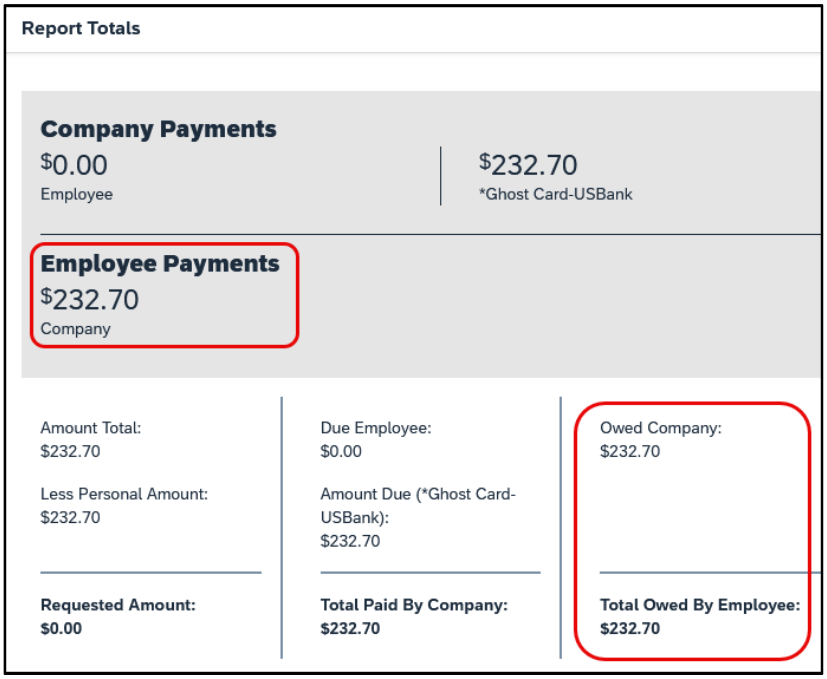
Update **Expense Type** to **Personal/Non Reimbursable**. Click **Save**. Complete this for all transactions. *If these are business related expenses, please select the correct expense type classification and attach any required documentation for the transaction.



Total Requested on report should be $0.00. Click **Submit Report** when finished.



If you owe money to the University, it will show in the Report Totals after you submit the report.



The report will need to be approved and processed in Travel before you can pay back the University. You will receive an email notification once Travel processes the report with instructions on how to pay back the university.