



May 16, 2013

TO: Business/Travel Contacts

SUBJECT: Concur Unassigned and Outstanding Travel Card Transaction Report

**Concur Unassigned and Outstanding Travel Card Transaction Report**

The first series of Concur related scheduled reports should be distributed in early June, 2013.

If you are the designated first approver on screen 919 for Concur expense reports for your department and/or the business manager, you should begin receiving the unassigned and outstanding travel card transaction report each month. If you do not receive the June reports and you would like to be added to or removed from the recipients, please notify AgriLife Disbursements and include the department code you should or should not be receiving.

There are multiple tabs on the report file that you will receive. Please review tabs accordingly.

It is very important that unassigned transactions are assigned to an expense report within the 30-60 day time frame. Then it is very important to submit the expense report for approval within 30 days of the travel end date to keep the transactions as up to date as possible and to reduce the risk of fraud to the agency.

The unassigned and outstanding report older than 30 days must be reviewed monthly. Any unassigned transactions greater than 60 days need immediate attention. We only have 60 days from the transaction postdate to dispute fraudulent transactions with the bank, so it is very important to have the transactions reviewed and assigned prior to the 60th day. Also note for the outstanding transactions report greater than 30 days it is based off of the travel end date on the expense report. So those are 30, 60 and 90 days from the travel end date. Any greater than 30 days should be submitted immediately.

Contact AgriLife Disbursements – Travel with any questions.

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