

Concur Systemwide Instance

User Guide – ProCard Reconciliation

Table of Contents

PROCARD RECONCILIATION	2
OVERVIEW	2
OPEN PROCARD STATEMENT REPORT	2
<i>Report Header and Default Chart Field for the Report</i>	3
RECONCILE PROCARD TRANSACTIONS	4
<i>Add Receipt in the Transaction</i>	5
<i>Add Receipt in the Expenses List</i>	6
<i>Add Missing Receipt Declaration</i>	7
<i>Add Attendees</i>	9
<i>Allocate Expense</i>	13
<i>Allocation (Save as Favorite)</i>	15
<i>Itemize Expense</i>	16
<i>Bulk Edit Transactions</i>	18
<i>Bulk Allocate Transactions</i>	21
SUBMIT PROCARD STATEMENT	23
REPORT DETAILS	25
<i>Report Header</i>	25
<i>Report Timeline</i>	25
<i>Audit Trail</i>	26
<i>Allocation Summary</i>	27
PRINT/SHARE	28
ATTACHMENTS	28
ALERT TYPES	29
HOSPITALITY JUSTIFICATION FORM	30
ADDING A HOSPITALITY JUSTIFICATION FORM TO A PROCARD STATEMENT REPORT	30
<i>Policy Reminder Alert</i>	30
<i>Add Hospitality Justification Form to a ProCard Statement Report</i>	30

ProCard Reconciliation

Overview

Prior to making purchases on the Procurement Card (ProCard), review and ensure you understand the [CSU Payment Card Policy](#).

In Concur, ProCard uses the Company Billed Statement (CBS) functionality for reconciliation. The ProCard statement report is auto created when the first transaction of the cycle for the cardholder is loaded into Concur. The report name contains the statement cycle start and end date. Cardholders reconcile throughout the month but cannot submit until five calendar days after cycle close (audit rule) to ensure all transactions for the cycle are included in the statement report.

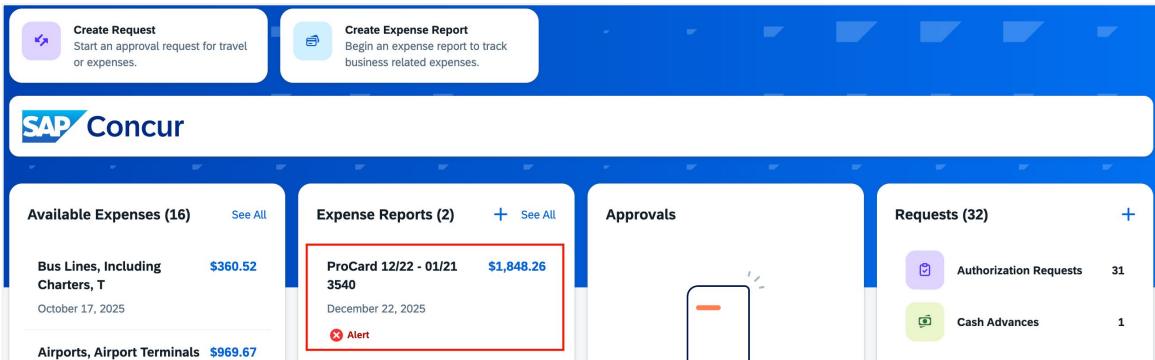
Examples of email reminders sent to the cardholder and approver to support the ProCard reconciliation process include, but are not limited to:

- Morning after statement cycle is closed
- At five days after statement cycle close when the statement report can be submitted
- Overdue card transactions not submitted – 30, 45, 60, 90 days
- Approvers receive reminders at 3, 4, 6, 8 days

Note: The screen captures included in this document may look slightly different on-screen due to user interface changes made by Concur.

Open ProCard Statement Report

1. From the **Home** page, in the **Expense Reports** section, click on the ProCard report name to open the report.



2. Red alerts appear on these transactions because they are imported into Concur from the bank but lack some required fields. Cardholders or their delegates will need to review and reconcile each transaction, complete the required fields, and attach receipts.

ProCard 12/22 - 01/21 3540 \$1,848.26

Not Submitted

Report number: 6MZ541

View Alerts

Submit Report

Report Details

Print/Share

Manage Receipts

Expenses (10)

View: Standard

Add Expense

Edit

Delete

Allocate

☐	Alerts	Date	Receipt	Attributes	Expense Type	Vendor Details	Payment Type	Requested	Actions
☐		01/19/2026			Undefined	Costco Wholesale Club	NEW ProCard	\$313.65	...
☐		01/18/2026			Undefined	McGraw-Hill Higher Ed	NEW ProCard	\$577.46	...
☐		01/16/2026			Undefined	Pearson Education	NEW ProCard	\$33.09	...
☐		01/08/2026			Undefined	Panera Bread	NEW ProCard	\$70.45	...
☐		12/31/2025			Undefined	Amazon.com	NEW ProCard	\$56.37	...

Report Header and Default Chart Field for the Report

- The first time this ProCard statement report is opened, select the **Report number** link to open the **Report Header**.

ProCard 12/22 - 01/21 3540 \$1,848.26

Not Submitted

Report number: 6MZ541

Report Details

Print/Share

Manage Receipts

- Select the **default chart field** for this ProCard statement report. This chart field will apply to each transaction in the statement report unless the transaction is *allocated* at the transaction line level. Click **Save** when complete.

Note: The chartfield in the report header will only need to be selected the first time the ProCard statement report is opened. Once it is saved, that default chart field will remain unless changed by the user or delegate prior to report submission.

Report Header

ProCard 12/22 - 01/21 3540 | \$1,848.26

Alerts: 1

Required field *

Report Type

Report Name *

Statement Period Start Date *

Statement Period End Date *

ProCard Reconciliation

ProCard 12/22 - 01/21 3540

12/22/2025

01/21/2026

Business Unit *

Fund *

Department *

Project

Program

Class

Comments To/From Approvers/Processors

0/500

Save

Cancel

Reconcile ProCard Transactions

ProCard transactions are loaded into the ProCard Statement Report throughout the billing cycle. It is highly recommended to reconcile transactions as they are available in the statement report so as to not be left with reconciling all of the transactions at the end of the billing cycle. This helps ensure timely submission and approval of the ProCard Statement Report.

When ProCard transactions are loaded into Concur, the **Expense Type** is *Undefined*. The first step in reconciling a transaction is selecting the **Expense Type**.

Note: Some **Expense Types** may not be permitted for your university and an alert will display when the transaction is saved to inform users and delegates.

1. From the **Expenses** screen, select the transaction to reconcile.

ProCard 12/22 - 01/21 3540 \$1,848.26 View Alerts Submit Report

Not Submitted Report number: 6M2541

Report Details Print/Share Manage Receipts

Expenses (10) View: Standard Add Expense Edit Delete Allocate Download

☐	Alerts ↑	Date ↓	Receipt ↑	Attributes	Expense Type ↓	Vendor Details ↓	Payment Type ↓	Requested ↓	Actions
☐	✖	01/19/2026	↑	📄	Undefined	Costco Wholesale Club	NEW ProCard	\$313.65	...
☐	✖	01/18/2026	↑	📄	Undefined	McGraw-Hill Higher Ed	NEW ProCard	\$577.46	...
☐	✖	01/16/2026	↑	📄	Undefined	Pearson Education	NEW ProCard	\$33.09	...
☐	✖	01/08/2026	↑	📄	Undefined	Panera Bread	NEW ProCard	\$70.45	...
☐	✖	12/31/2025	↑	📄	Undefined	Amazon.com	NEW ProCard	\$56.37	...

2. When the transaction opens, first select the **Expense Type**.

Undefined \$313.65 View Alerts Save Expense ...

Corporate Card

Details Itemizations

Allocate Required field *

✖ Expense Type * Undefined

Transaction Date * 01/19/2026 Vendor Name Costco Wholesale Club

✖ Business Justification * City of Purchase

Payment Type NEW ProCard Credit Card Transaction Tax Amount

Sales Tax Paid (Vendor Invoice) ? Use Tax? ?

Amount * 313.65 Currency US, Dollar (USD)

Receipt

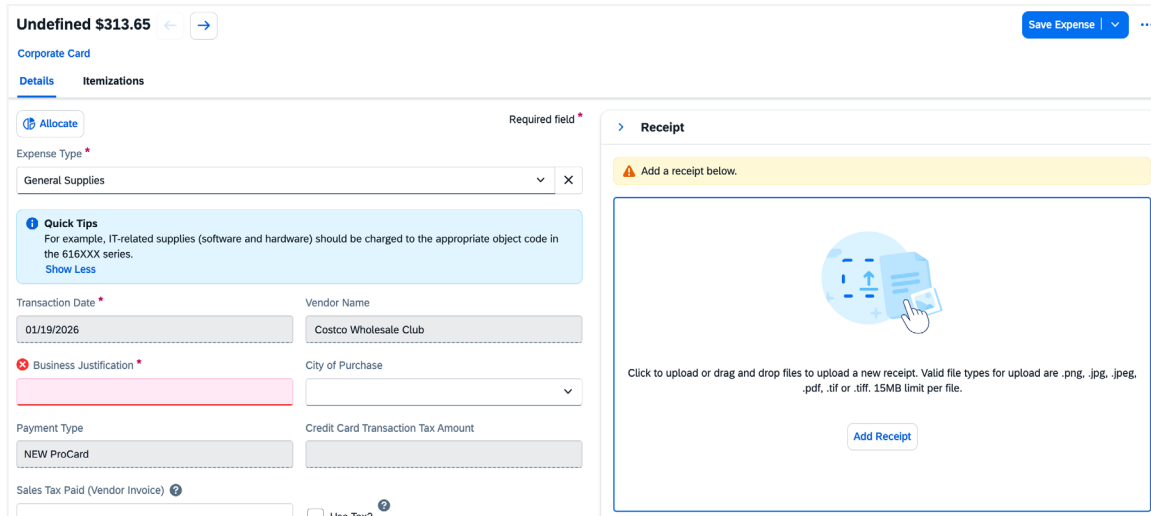
⚠ Add a receipt below.

Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. 15MB limit per file.

Add Receipt

3. The form fields update based on the **Expense Type** selected. Complete the required fields and any

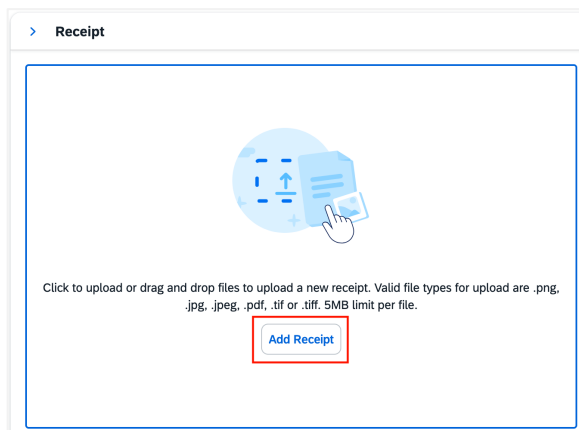
optional fields as desired.

A screenshot of an expense form titled "Undefined \$313.65". The form has tabs for "Details" and "Itemizations". Under "Details", there is an "Allocate" button and a "Required field" label. The "Expense Type" is set to "General Supplies". A "Quick Tips" box provides information about charging IT-related supplies to object code 616XXX. The "Transaction Date" is 01/19/2026 and the "Vendor Name" is Costco Wholesale Club. The "Business Justification" field is empty and highlighted in pink. The "City of Purchase" is also empty. The "Payment Type" is NEW ProCard. The "Credit Card Transaction Tax Amount" is empty. The "Sales Tax Paid (Vendor Invoice)" is empty, and there is a checkbox for "I Use Tax?". On the right, a "Receipt" window is open, showing a message to "Add a receipt below." and a large area for uploading a receipt. A hand icon is shown clicking on the upload area. Below the upload area, it says "Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. 15MB limit per file." and an "Add Receipt" button.

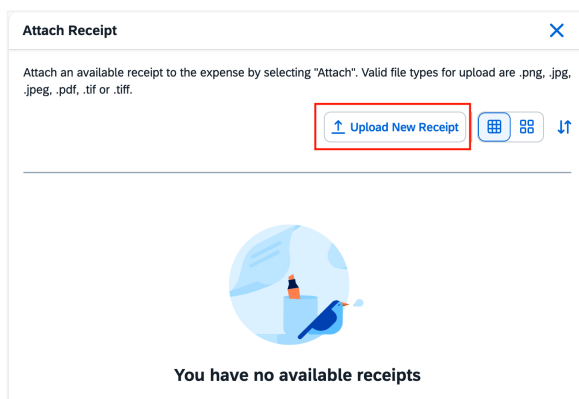
4. If a receipt will be added later, click **Save Expense** to return to the Expenses list. View and correct any additional alerts on the transaction. Then, proceed to the next transaction to be reconciled.

Add Receipt in the Transaction

1. In the **Receipt** window, click **Add Receipt**.

A screenshot of the "Receipt" window. It shows a large area for uploading a receipt. A hand icon is shown clicking on the upload area. Below the upload area, it says "Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. 5MB limit per file." and an "Add Receipt" button, which is highlighted with a red box.

2. In the **Attach Receipt** window, click **Upload New Receipt** if the desired receipt is not already displayed.

A screenshot of the "Attach Receipt" window. It shows a message to "Attach an available receipt to the expense by selecting 'Attach'. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff." Below this, there is a button labeled "Upload New Receipt" with an upward arrow icon, which is highlighted with a red box. To the right of this button are icons for a grid, a list, and a refresh. Below the button, there is a large area for displaying receipts. At the bottom, it says "You have no available receipts" with an icon of a document and a pencil.

3. Locate and select the receipt to upload. The attached receipt is visible in the **Receipt** window. Click **Save Expense**.

General Supplies \$313.65 ← → Save Expense ⋮

Corporate Card

Details **Itemizations**

Allocate Required field *

Expense Type *

General Supplies

Quick Tips
For example, IT-related supplies (software and hardware) should be charged to the appropriate object code in the 616XXX series.
[Show Less](#)

Transaction Date * Vendor Name

01/19/2026 Costco Wholesale Club

Business Justification * City of Purchase

supplies needed for dept

Payment Type Credit Card Transaction Tax Amount

NEW ProCard

Sales Tax Paid (Vendor Invoice) ? Use Tax? ?

Receipt

Test Receipt

Test Receipt.pdf

Remove Add Open

Add Receipt in the Expenses List

A transaction that requires a receipt will display an up arrow that can be clicked to upload the receipt.

- From the **Expenses** list, click the **up arrow** for the transaction to upload the receipt.

Expenses (10) View: Standard Add Expense Edit Delete Allocate ⬇									
☐	Alerts ⬇	Date ⬇	Receipt ⬆	Attributes	Expense Type ⬆	Vendor Details ⬆	Payment Type ⬆	Requested ⬆	Actions
☐		01/19/2026	⬆	Ⓜ	General Supplies	Costco Wholesale Club	NEW ProCard	\$313.65	⋮
☐	⚠	01/18/2026	⬆	Ⓜ	Subscription/Publication (non-IT)	McGraw-Hill Higher Ed	NEW ProCard	\$577.46	⋮
☐	✖	01/16/2026	⬆	Ⓜ	Undefined	Pearson Education	NEW ProCard	\$33.09	⋮

- In the **Attach Receipt** window, select the receipt if it has already been loaded into your Concur account. Or, click **Upload New Receipt** and follow the prompts to upload a receipt from your computer.

Attach Receipt

Don't have a receipt? You'll need to create a missing receipt declaration. [Missing Receipt Declaration](#)

Drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.

Available Receipts (14) ⬆ Upload New Receipt ⌵ ⌶

Test Receipt.pdf

Uploaded: 09/25/2025 12:07 AM

Ⓜ Ⓜ

Test Receipt.pdf

Uploaded: 09/24/2025 3:16 PM

Ⓜ Ⓜ

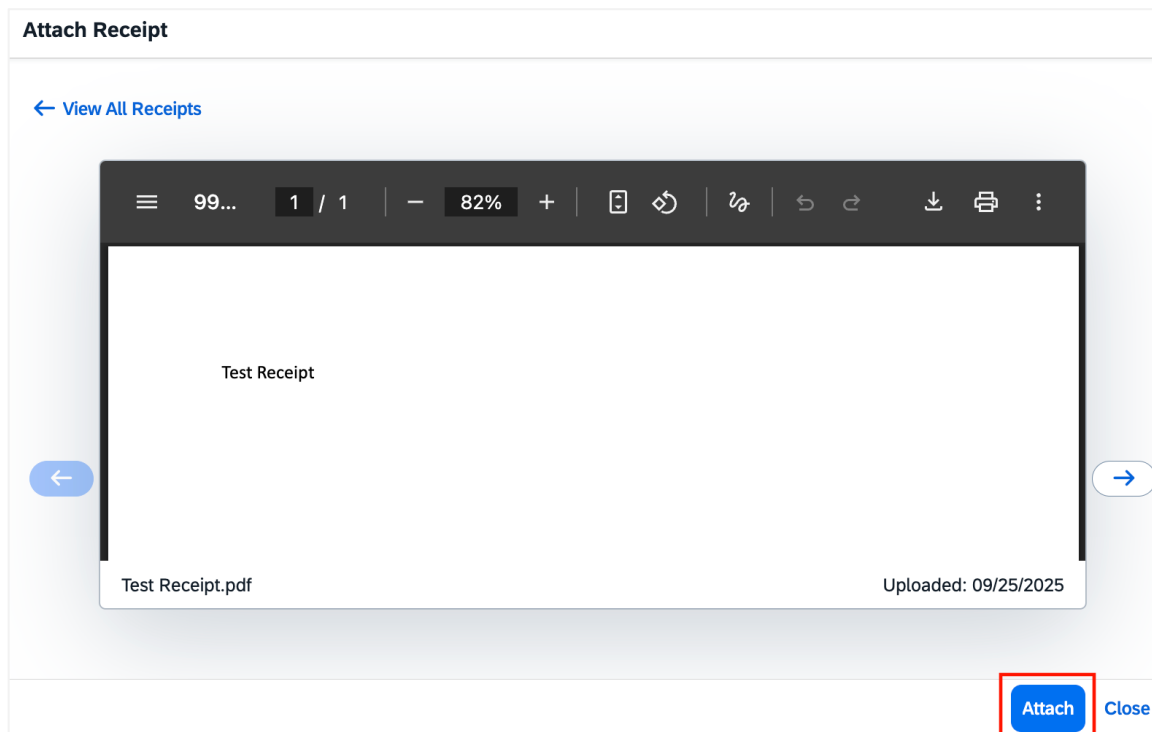
Test Receipt.pdf

Uploaded: 09/24/2025 3:09 PM

Ⓜ Ⓜ

Close

- In the **Attach Receipt** window, when the selected receipt is displayed, click **Attach**.



7. In the **Expenses** list, the receipt is attached to the transaction.

Expenses (10) View: Standard									
	Alerts ↓↑	Date ↓↑	Receipt ↓↑	Attributes	Expense Type ↓↑	Vendor Details ↓↑	Payment Type ↓↑	Requested ↓↑	Actions
☐		01/19/2026			General Supplies	Costco Wholesale Club	NEW ProCard	\$313.65	...
☐		01/18/2026			Subscription/Publication (non-IT)	McGraw-Hill Higher Ed	NEW ProCard	\$577.46	...
☐		01/16/2026			Undefined	Pearson Education	NEW ProCard	\$33.09	...

Add Missing Receipt Declaration

If the user has misplaced a receipt for a transaction that requires a receipt, a missing receipt declaration can be added to the transaction. This option is only available to the user because acknowledgement is required. A delegate cannot add a missing receipt declaration to a transaction.

Note: There are certain expense types (e.g., airfare, hotel, car rental) where a missing receipt declaration is not available. For these transactions, the traveler can often get a duplicate copy of the receipt from the vendor or travel management company.

1. From the **Expenses** list, click the **up arrow** for the transaction to upload the receipt. Or, if the transaction is already open, click the **Add Receipt** button.

Expenses (10) View: Standard									
	Alerts ↓↑	Date ↓↑	Receipt ↓↑	Attributes	Expense Type ↓↑	Vendor Details ↓↑	Payment Type ↓↑	Requested ↓↑	Actions
☐		01/19/2026			General Supplies	Costco Wholesale Club	NEW ProCard	\$313.65	...
☐		01/18/2026			Subscription/Publication (non-IT)	McGraw-Hill Higher Ed	NEW ProCard	\$577.46	...
☐		01/16/2026			Undefined	Pearson Education	NEW ProCard	\$33.09	...

2. In the **Attach Receipt** window, select **Missing Receipt Declaration**.

Attach Receipt

Don't have a receipt? You'll need to create a missing receipt declaration. [Missing Receipt Declaration](#)

Drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.

Available Receipts (14)

[Upload New Receipt](#)

Test Receipt.pdf

Uploaded: 09/25/2025 12:07 AM

Test Receipt.pdf

Uploaded: 09/24/2025 3:16 PM

Test Receipt.pdf

Uploaded: 09/24/2025 3:09 PM

Close

3. In the **Create Receipt Declaration** window, select the transaction where the original receipt has been lost or is not available. Review the acknowledgement and click **Accept & Create**.

Create Receipt Declaration

Adequate documentation must be submitted to substantiate reimbursable University expenses in accordance with IRS rules & regulations. Original receipts must be submitted when available and are considered acceptable support for CSU expenses. When the original receipt has been lost or is otherwise not available from the vendor, the following documentary evidence must be submitted before expenses will be considered for reimbursement.

To create a Missing Receipt Declaration, select the expenses below that require a receipt.

☐	Expense Type↑↓	Vendor↑↓	Date↑↓	Amount↑↓
☒	Undefined	Pearson Education	01/16/2026	\$33.09
☐	Undefined	Amazon.com	12/31/2025	\$56.37
☐	Undefined	Aramark	12/30/2025	\$212.68
☐	Undefined	Vital Source	12/29/2025	\$278.13
☐	Undefined	Chevron	12/29/2025	\$117.38
☐	Undefined	Staples	12/27/2025	\$216.43

I acknowledge that this expense report contains legitimate University expenses incurred by me on behalf of CSU's benefit, and are allowable expenses as defined by CSU's Payment Card Policy. I further certify that one or more of the related receipts applicable to this expense report are no longer available.

Accept & Create

Cancel

4. In the **Receipt** window, the missing receipt is attached.

Receipt

1 / 1

77%

Missing Receipt Declaration - Undefined

Date of Expense: 1/16/26

Vendor: Pearson Education

Amount: 33.09 USD

I acknowledge that this expense report contains legitimate University expenses incurred by me on behalf of CSU's benefit, and are allowable expenses as defined by CSU's Payment Card Policy. I further certify that one or more of the related receipts applicable to this expense report are no longer available.

Test Beth Forster

3/13/26

Receipt_Declaration

Uploaded: 03/12/2026

Delete

Replace

Open

5. In the **Expenses** list, the missing receipt icon is displayed on the transaction line.

Expenses (10)		View: Standard	Add Expense Edit Delete Allocate Download						
☐	Alerts ↑↓	Date ↓↑	Receipt ↑↓	Attributes	Expense Type ↑↓	Vendor Details ↑↓	Payment Type ↑↓	Requested ↑↓	Actions
☐		01/19/2026			General Supplies	Costco Wholesale Club	NEW ProCard	\$313.65	...
☐		01/18/2026			Subscription/Publication (non-IT)	McGraw-Hill Higher Ed	NEW ProCard	\$577.46	...
☐		01/16/2026			Subscription/Publication (non-IT)	Pearson Education	NEW ProCard	\$33.09	...

Add Attendees

Certain expense types (e.g., awards/gifts, catering, meals/refreshments, team building activities) require **Attendees** to be added. This is often required in order to support calculations such as per person meal amounts, which is then compared against thresholds defined in the CSU policies.

1. When the transaction opens, first select the **Expense Type**. In this example, **Catering** is selected.

Undefined \$70.45

Corporate Card

Details Itemizations

Attendees (0)

Allocate

Expense Type *

Catering

Quick Tips

CSU Hospitality Policy [add link] limits per person spend for the following meal types:

- Breakfast \$40/pp
- Lunch \$60/pp
- Dinner \$90/pp
- Light Refreshments \$40/pp
- Alcohol \$30/pp (restricted)

Transaction Date *

01/08/2026

Event Type *

Catering Vendor Name *

Panera Bread

Does the Catering Vendor have an ABC license?

☐

Meal Type *

Onsite/Offsite? *

Receipt

Add a receipt below.

Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. 15MB limit per file.

Add Receipt

2. Complete the required fields and any optional fields as desired.
3. Click Attendees.
4. **Note:** An expense type that requires attendees will be denoted with a red error alert next to the **Attendees** button as a visual indicator.

Undefined \$70.45

Corporate Card

Details Itemizations

Attendees (0)

Allocate

Expense Type *

Catering

Quick Tips

CSU Hospitality Policy [add link] limits per person spend for the following meal types:

- Breakfast \$40/pp
- Lunch \$60/pp
- Dinner \$90/pp
- Light Refreshments \$40/pp
- Alcohol \$30/pp (restricted)

Transaction Date *

01/08/2026

Event Type *

Professional Conference/Meeting

Catering Vendor Name *

Panera Bread

Does the Catering Vendor have an ABC license?

☐

Meal Type *

Light Refreshment

Onsite/Offsite? *

Onsite

Receipt

Add a receipt below.

Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. 15MB limit per file.

Add Receipt

5. In the **Attendees** window, click the drop-down arrow to see any recently used Attendees. If those are not

the Attendees for this expense, select the **Advanced Options** link to open the **Add Attendees** window.

Attendees

Catering | \$70.45

Amount \$70.45	Attendees: 0 \$0.00	Remaining \$70.45
-------------------	------------------------	----------------------

Add Attendees
Search by name or corporate email

[Advanced Options](#)

Attendees (0) [Remove](#) [Create Group](#) [Copy from Request](#)

- In the **Add Attendees** window, there are multiple options (tabs across the top) to search and/or create new attendees.

Attendees – search for attendees including Faculty/Staff that are part of the Concur solution or previously used attendees

Recent Attendees – up to five of your most recently used attendees

Attendee Groups – your saved Favorites or attendee groups that have been used

Import Attendees – import up to 500 attendees using the Concur provided import template

- In the **Add Attendees** window, if the attendees **were** other university employees, select the **Attendee Type = Faculty/Staff (automated)** and enter the employee's name in the search criteria. Click **Search** to display results. Click **Add** to add any of the results displayed.

Add Attendees

[Attendees](#) [Recent Attendees](#) [Attendee Groups](#) [No Shows](#) [Import Attendees](#)

Search Criteria

Attendee Type *
Faculty/Staff (Automated)

Last Name
test

First Name

Email Address

Country/Region
Search by Country/Region

☐ Include inactive employees

[Reset](#) [Search](#)

[Import Corporate Email Addresses](#)

Attendees
Added attendees will be listed here

Search Results (100) [Add](#) [Remove](#)

☐	Attendee Type↑↓	Attendee Name↑↓	Email Address↑↓	Country/Region↑↓	Last Name↑↓	First Name↑↓	Company↑↓	
☐	Faculty/Staff (Automated)	Back Office (BK) Test	Back_Ofc_BK@CSU.edu	UNITED STATES	Test	Back Office (BK)		Add
☐	Faculty/Staff (Automated)	Back Office (CH) Test	Back_Ofc_CH@CSU.edu	UNITED STATES	Test	Back Office (CH)		Add

[Close](#)

- In the **Add Attendees** window, if the attendees **were not** university employees, select the appropriate **Attendee Type** and **Search** or select **Create New Attendee**. In this example, Attendee Type = School Guest.

Add Attendees

[Attendees](#)
[Recent Attendees](#)
[Attendee Groups](#)
[No Shows](#)
[Import Attendees](#)

Search Criteria

Attendee Type *
 School Guest ▼

Last Name

First Name

Affiliation

[Reset](#)
[Search](#)

[Create New Attendee](#)

9. In the **Create New Attendee** window, enter the attendee details in the required fields for the selected **Attendee Type**. Click **Create Attendee**.

Create New Attendee

Attendee Type *
 School Guest ▼

Last Name *

First Name *

Affiliation *

[Create Attendee](#)
[Cancel](#)

10. A green banner will indicate that the attendee was created and added to this expense. If additional attendees need to be created, complete the details for the next attendee. Else, if no additional attendees need to be created, click **Cancel**.

Create New Attendee

✓ Attendee added: Shannon Shaw

Attendee Type *
 School Guest ▼

Last Name *

First Name *

Affiliation *

[Create Attendee](#)
[Cancel](#)

11. The new attendees display in the **Attendees** window. Click **Save** to return to the expense form.

12. **Note:** The **Amount** per person is calculated and evenly split.

Attendees

Catering | \$70.45

Amount
\$70.45

Attendees: 5
\$70.45

Remaining
\$0.00

Add Attendees
Search by name or corporate email

[Advanced Options](#)

Attendees (5) [Remove](#) [Create Group](#) [Copy from Request](#)

☐	Attendee Type	Attendee Name	Last Name	First Name	Company	Attendee Count	Amount	
☐	Faculty/Staff (Automated)	Direct Supervisor (SF) Test	Test	Direct Supervisor (SF)		1	14.09	...
☐	Faculty/Staff (Automated)	Direct Supervisor (SL) Test	Test	Direct Supervisor (SL)		1	14.09	...
☐	School Guest	Sarah Myers	Myers	Sarah		1	14.09	...
☐	School Guest	Shannon Shaw	Shaw	Shannon		1	14.09	...
☐	Faculty/Staff (Automated)	Test Beth Forster	Forster	Test Beth		1	14.09	...

[Save](#) [Cancel](#)

13. The expense form shows the **Attendees** added. Click **Save Expense** to return to the **Expenses** list.

Catering \$70.45 [←](#) [→](#)

[Corporate Card](#)

[Details](#) [Itemizations](#)

[Attendees \(5\)](#) [Allocate](#) Required field *

Expense Type *

Catering

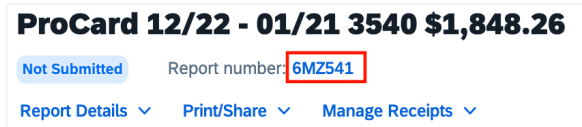
14. In the **Expenses** list, the people icon indicates that the transaction has **Attendees** added.

Expenses (10) View: Standard									
☐	Alerts	Date	Receipt	Attributes	Expense Type	Vendor Details	Payment Type	Requested	Actions
☐		01/19/2026			General Supplies	Costco Wholesale Club	NEW ProCard	\$313.65	...
☐		01/18/2026			Subscription/Publication (non-IT)	McGraw-Hill Higher Ed	NEW ProCard	\$577.46	...
☐		01/16/2026			Subscription/Publication (non-IT)	Pearson Education	NEW ProCard	\$33.09	...
☐		01/08/2026			Catering	Panera Bread	NEW ProCard	\$70.45	...

Allocate Expense

The **Allocate** feature can be used to designate different chart fields for expenses if there is a need to split the funding of a transaction or charge it to a chart field other than the one at the Report Header level.

To view the default chart field in the Report Header, select the **Report number** link to open the **Report Header**.

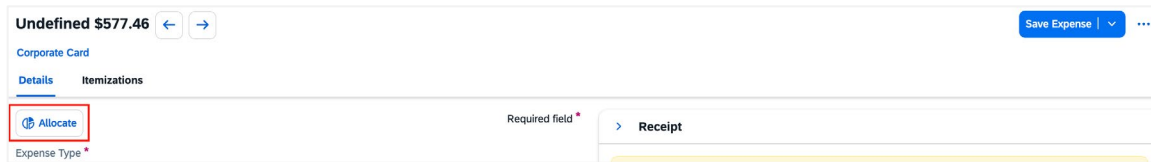


ProCard 12/22 - 01/21 3540 \$1,848.26

Not Submitted Report number: **6MZ541**

Report Details ▾ Print/Share ▾ Manage Receipts ▾

1. Open a transaction to allocate the expense. After the required fields in the expense form have been completed, select **Allocate**.



Undefined \$577.46 ← → Save Expense ▾

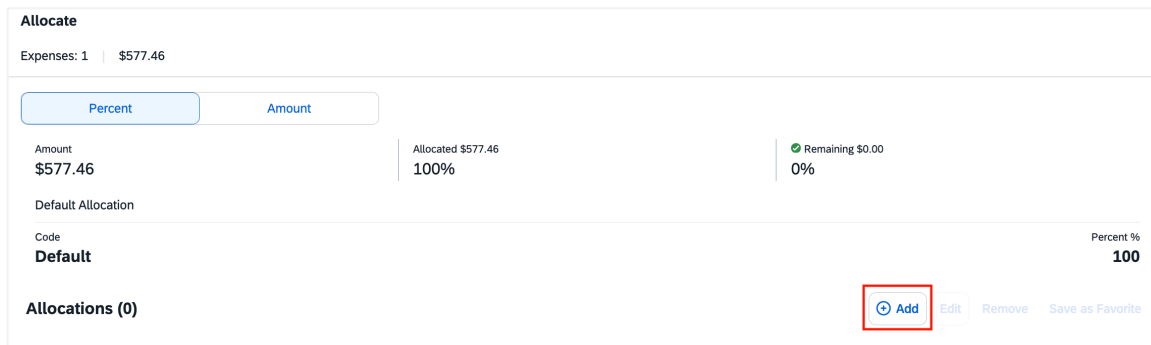
Corporate Card

Details Itemizations

Allocate Required field * > Receipt

Expense Type *

2. In the **Allocate** window, click **+Add**.



Allocate

Expenses: 1 | \$577.46

Percent Amount

Amount	Allocated \$577.46	Remaining \$0.00
\$577.46	100%	0%

Default Allocation

Code	Percent %
Default	100

Allocations (0) **+ Add** Edit Remove Save as Favorite

3. In the **Add Allocation** window, select the desired chart field in the order the segments are presented. The valid values of a segment are dependent on the value of the prior segment and thus must be selected in order. Only chart fields with an asterisk (*) are required.
 - a. Select the **Business Unit (BU)**. If your university has interunit functionality enabled for expense and there are auxiliary BUs supported in Concur, those BUs will be available in this segment.
 - b. Select **Fund**.
 - c. Select **Department**.
 - d. Select **Program, Project, Class**, if needed.

Add Allocation

[+ New Allocation](#) [★ Favorite Allocations](#)

Required field *

Business Unit * 2

(COCSU) CSU Office of the Chancellor ▾ ✕

Fund * 3

(44101) PaCE Operations ▾ ✕

Department * 4

(1005) CO Accounts Payable ▾ ✕

Project 5

Save Cancel

Note: Most Recently Used chart fields will display at the top of the dropdown list, if available. Selecting a recently used chart field will fill in each of the segments as previously selected.

Add Allocation

[+ New Allocation](#) [★ Favorite Allocations](#)

Required field *

Business Unit * 2

Code ▾ Search by Code 🔍

Most Recently Used

(COFDN-91CMO-1002) Academic Senate

(COFDN-97CSA-1207-2022EDFG) 2022EDFG - STEM Net Edison 2022

(COCSU) CSU Office of the Chancellor

(COFDN) CSU Foundation

(CORMA) CSU Risk Mgmt Authority

4. Click **Save** to add the allocation.
5. From the **Allocate** window, add additional allocations as desired. The distribution defaults to **Percent %**, but can be distributed by amount by selecting **Amount** in the upper left. If a percentage or amount of the distribution needs to include the original **Default Allocation**, adjust the **Percent %** or **Amount** of each added allocation to the desired value.

Allocate

Expenses: 1 | \$577.46 | [View Allocation Group](#)

Amount: \$577.46 | Allocated \$577.46 100% | ✓ Remaining \$0.00 0%

Default Allocation

Code	Percent %
Default	50

Allocations (1)

☐	Business Unit↑↓	Fund↑↓	Department↑↓	Project↑↓	Program↑↓	Class↑↓	Code↑↓	Percent %	
☐	CSU Office of the Chancellor	PaCE Operations	CO Accounts Payable				COCSU-44101-1005	50	...

6. In the **Allocate** window, click **Save** to return to the expense form.
7. From the expense form, click **Save Expense** to return to the **Expenses** list.

Subscription/Publication (non-IT) \$577.46

[Corporate Card](#)

[Details](#) [Itemizations](#)

Required field *

Expense Type *

Subscription/Publication (non-IT)

Receipt

8. In the **Expenses** list, the pie chart icon indicates that the transaction has an **Allocation Summary**.

Expenses (10) View: Standard									
☐	Alerts ↑↓	Date ↓↑	Receipt ↑↓	Attributes	Expense Type ↑↓	Vendor Details ↑↓	Payment Type ↑↓	Requested ↑↓	Actions
☐		01/19/2026			General Supplies	Costco Wholesale Club	NEW ProCard	\$313.65	...
☐		01/18/2026			Subscription/Publication (non-IT)	McGraw-Hill Higher Ed	NEW ProCard	\$577.46	...

Allocation (Save as Favorite)

1. In the **Allocate** window, to save a new allocation as a favorite to be used in the future, select the **Save as Favorite** link.

Allocations (1)

☐	Business Unit↑↓	Fund↑↓	Department↑↓	Project↑↓	Program↑↓	Class↑↓	Code↑↓	Percent %	
☐	CSU Office of the Chancellor	PaCE Operations	CO Accounts Payable				COCSU-44101-1005	50	...

2. In the **Save as Favorite** window, enter a **Favorite Name** (pick something that will be easy to recognize in a list of favorites such as ‘PaCE Operations – CO Accounts Payable’) and click **Save**.

Save as Favorite

Favorite Name *

PaCE Operations - CO Accounts Payable

Save Cancel

- Next time the **Add Allocation** window is displayed, click on the **Favorite Allocations** tab to see saved favorites. Select the desired save favorite allocation.

Add Allocation

+ New Allocation ★ Favorite Allocations

Select

☐ CO STEM Project Code

☒ PaCE Operations - CO Accounts Payable

Replace Allocations View Favorite Cancel

- Click **Replace Allocations** to use the saved favorite allocation. Or click **View Favorite** to view the allocation or delete it from the Favorite Allocations.

Itemize Expense

The **Itemize** feature allows a transaction to be split into multiple Expense Types. This feature is most often used for hotel lodging when a hotel folio may contain lines other than the room rate. However, it can be used in any transaction that may require splitting the Expense Types (which subsequently may charge the amount to a different FIRMS code). Check with your university travel or accounting team to learn more about Concur Expense Types and their associated FIRMS code.

- Open a transaction to reconcile. After the required fields in the expense form have been completed, select the **Itemizations** tab.

General Supplies \$56.37 ← → Save Expense ...

Corporate Card

Details **Itemizations**

Allocate Required field *

Expense Type *

General Supplies

Quick Tips
For example, IT-related supplies (software and hardware) should be charged to the appropriate object code in the 616XXX series.
Show Less

Transaction Date * 12/31/2025 Vendor Name Amazon.com

Business Justification * supplies for the dept City of Purchase

Payment Type NEW ProCard Credit Card Transaction Tax Amount

Receipt

Add a receipt below.

Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. 15MB limit per file.

Add Receipt

- Click + **Add Itemization**.

General Supplies \$56.37 ← →

Corporate Card

Details Itemizations

Amount	Itemized	Remaining
\$56.37	\$0.00	\$56.37

Itemizations

[+ Add Itemization](#)

3. Select the first **Expense Type**.

Add Itemization

Amount	Itemized	Remaining
\$56.37	\$0.00	\$56.37

Required field *

Expense Type *

Search for an expense type

4. Update any of the information (e.g., Business Justification) as needed and enter the **Amount**.

Add Itemization [Save Itemization |](#)

Amount	Itemized	Remaining
\$56.37	\$27.25	\$29.12

[Allocate](#)

Expense Type *

IT Telecommunications Supplies

Transaction Date *

12/31/2025

Vendor Name

Amazon.com

Business Justification *

Extended cords for the IT servers

City of Purchase

Credit Card Transaction Tax Amount

Sales Tax Paid (Vendor Invoice) ?

☐ Use Tax? ?

Amount *

27.25

Currency

US, Dollar (USD)

Receipt

Add a receipt below.

Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. 15MB limit per file.

[Add Receipt](#)

5. Review and complete all required fields and any optional fields, as desired.

6. If there is an amount **Remaining**, click + **Add Itemization** to add another **Expense Type** and **Amount**.

General Supplies \$56.37 ← →

Corporate Card

Details Itemizations

Amount	Itemized	Remaining
\$56.37	\$27.25	\$29.12

Itemizations (1)

[+ Add Itemization](#) [Edit](#) [Delete](#) [Duplicate](#) [Allocate](#) [Select All](#) [↑↓](#)

☐ IT Telecommunications Supplies \$27.25

12/31/2025

7. Click **Save Itemization** and repeat the above step until the amount **Remaining** is \$0.00.

Add Itemization Save Itemization | ▾

Amount
\$56.37
Itemized
\$56.37
Remaining
\$0.00

Allocate Required field *

Expense Type *
General Supplies ▾ ×

Quick Tips
For example, IT-related supplies (software and hardware) should be charged to the appropriate object code in the 616XXX series.
[Show Less](#)

Transaction Date *
12/31/2025

Business Justification *
supplies for the dept

Credit Card Transaction Tax Amount

Vendor Name
Amazon.com

City of Purchase

Sales Tax Paid (Vendor Invoice) ?

Receipt

⚠ Add a receipt below.



Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. 15MB limit per file.

Add Receipt

8. Click **Save Expense**.

General Supplies \$56.37 ← → Save Expense | ▾ ...

Corporate Card

Details Itemizations

Amount
\$56.37
Itemized
\$56.37
Remaining
\$0.00

Itemizations (2) ⊕ Add Itemization Edit Delete Duplicate Allocate Select All ⬆ ⬆

☐	General Supplies 12/31/2025	\$29.12 ...
☐	IT Telecommunications Supplies 12/31/2025	\$27.25 ...

Receipt

⚠ Add a receipt below.



9. In the **Expenses** list, the clipboard icon indicates that the transaction has an **Itemization Summary**.

Expenses (10) View: Standard ▾ ⊕ Add Expense Edit Delete Allocate ⬇

☐	Alerts ⬆	Date ⬆	Receipt ⬆	Attributes	Expense Type ⬆	Vendor Details ⬆	Payment Type ⬆	Requested ⬆	Actions
☐	⚠	01/08/2026	...	 	Catering	Panera Bread	NEW ProCard	\$70.45	...
☐	⚠	12/31/2025		 	General Supplies	Amazon.com	NEW ProCard	\$56.37	...

Bulk Edit Transactions

When multiple transactions need to be reconciled with the same information (e.g., expense type, business justification), use the bulk edit feature to reduce manual entry.

1. From the **Expenses** list, mark the checkbox next to the transactions to bulk edit.

Expenses (10) View: Standard ▾ ⊕ Add Expense Edit Delete Allocate ⬇

☐	Alerts ⬆	Date ⬆	Receipt ⬆	Attributes	Expense Type ⬆	Vendor Details ⬆	Payment Type ⬆	Requested ⬆	Actions
☐	⚠	01/08/2026	...	 	Catering	Panera Bread	NEW ProCard	\$70.45	...
☐	⚠	12/31/2025		 	General Supplies	Amazon.com	NEW ProCard	\$56.37	...
☒	⚠	12/30/2025			Undefined	Aramark	NEW ProCard	\$212.68	...
☒	⚠	12/29/2025			Undefined	Vital Source	NEW ProCard	\$278.13	...
☐	⚠	12/29/2025			Undefined	Chevron	NEW ProCard	\$117.38	...

2. Click **Edit** in the upper right. The **Edit Expenses** window displays.

Edit Expenses

Expenses: 2

Edits you make to the fields below will be applied to all selected expenses. If a field is not edited, no changes will be made.

☐

Expense Type

Undefined

v

x

☐

Business Justification

☐

City of Purchase

v

☐

Sales Tax Paid (Vendor Invoice) ?

☐

Use Tax? ?

v

☐

Comments To/From Approvers/Processors

0/500

Next

Cancel

- In the **Edit Expense** window, select the **Expense Type** and complete the **Business Justification** (and any additional fields as desired). Click **Next**.

Edit Expenses

Expenses: 2

Edits you make to the fields below will be applied to all selected expenses. If a field is not edited, no changes will be made.

Expense Type

☒
Custodial Supplies

Quick Tips
Record object code in any operating fund or non-recurring maintenance and repair funds (as opposed to Contractual Services or Supplies and Services) when it is the best descriptor of the activity being recorded.
[Show Less](#)

Business Justification

☒
supplies for the cleaning closet on the floor

City of Purchase

☐

Sales Tax Paid (Vendor Invoice)

☐

Next

Cancel

- In the **Confirm** window, click **Save**.

Confirm

Expenses: 2

Edits you make to the fields below will be applied to all selected expenses. If a field is not edited, no changes will be made.

Expense Type

Custodial Supplies

Quick Tips
Record object code in any operating fund or non-recurring maintenance and repair funds (as opposed to Contractual Services or Supplies and Services) when it is the best descriptor of the activity being recorded.
[Show Less](#)

Business Justification

supplies for the cleaning closet on the floor

Save

Cancel

- In the **Expenses** list, the selected lines have been updated with the Expense Type, but each has an orange warning alert (Warning: You must attach a receipt image to this expense). Add the receipts as needed.

Expenses (10) View: Standard									
	Alerts	Date	Receipt	Attributes	Expense Type	Vendor Details	Payment Type	Requested	Actions
☐		01/08/2026			Catering	Panera Bread	NEW ProCard	\$70.45	...
☐		12/31/2025			General Supplies	Amazon.com	NEW ProCard	\$56.37	...
☒		12/30/2025			Custodial Supplies	Aramark	NEW ProCard	\$212.68	...
☒		12/29/2025			Custodial Supplies	Vital Source	NEW ProCard	\$278.13	...

Bulk Allocate Transactions

When multiple transactions need to be allocated to the same chart fields and splits, use the bulk allocate feature to reduce manual entry.

- In the **Expenses** list, mark the checkbox next to the transactions to bulk allocate to the same chart fields and select the **Allocate** link.

Expenses (10) View: Standard									
	Alerts	Date	Receipt	Attributes	Expense Type	Vendor Details	Payment Type	Requested	Actions
☐		01/08/2026			Catering	Panera Bread	NEW ProCard	\$70.45	...
☐		12/31/2025			General Supplies	Amazon.com	NEW ProCard	\$56.37	...
☒		12/30/2025			Custodial Supplies	Aramark	NEW ProCard	\$212.68	...
☒		12/29/2025			Custodial Supplies	Vital Source	NEW ProCard	\$278.13	...

- In the **Allocate** window, click **+Add** to add a different chart string for these transactions.

Allocate

Expenses: 2 | \$490.81

Percent

Amount

Amount

\$490.81

Allocated \$490.81

100%

Remaining \$0.00

0%

Default Allocation

Code

Default

Percent %

100

Allocations (0)

+ Add

Edit

Remove

Save as Favorite

- In the **Add Allocation** window, enter a **New Allocation** or select from the **Favorite Allocations** tab. Click **Save** when complete.

Add Allocation

+ New Allocation
★ Favorite Allocations

Required field *

Business Unit *
2

Fund *
3

Department *
4

Project
5

Save
Cancel

4. In the **Allocate** window, click **Save**.

Allocate

Expenses: 2
\$490.81
View Allocation Group

Percent

Amount

Amount
\$490.81

Allocated \$490.81
100%

Remaining \$0.00
0%

Default Allocation
Code
Default
Percent %
50

Allocations (1)

Add
Edit
Remove
Save as Favorite

	Business Unit↑↓	Fund↑↓	Department↑↓	Project↑↓	Program↑↓	Class↑↓	Code↑↓	Percent %	
☐	CSU Office of the Chancellor	PaCE Operations	CO Accounts Payable				COCSU-44101-1005	50	...

Save
Cancel

5. In the **Expenses** list, the pie chart icon indicates that the transaction has an **Allocation Summary**.

Expenses (10)
View: Standard

Add Expense
Edit
Delete
Allocate
Download

	Alerts↑↓	Date↓↑	Receipt↑↓	Attributes	Expense Type↑↓	Vendor Details↑↓	Payment Type↑↓	Requested↑↓	Actions
☐		01/08/2026			Catering	Panera Bread	NEW ProCard	\$70.45	...
☐		12/31/2025			General Supplies	Amazon.com	NEW ProCard	\$56.37	...
☒		12/30/2025			Custodial Supplies	Aramark	NEW ProCard	\$212.68	...
☒		12/29/2025			Custodial Supplies	Vital Source	NEW ProCard	\$278.13	...

22

Last Updated: March 2026

Submit ProCard Statement

ProCard Statement Reports cannot be submitted until five calendar days after cycle close (audit rule) to ensure all transactions for the cycle are included in the statement report. Once all transactions are reconciled and all alerts are resolved, the ProCard Statement Report can be submitted.

1. Review that all transactions to have been reconciled, have receipts attached and are clear of any error alerts (red stop signs).

ProCard 08/22 - 09/21 1226 \$2,544.59 Submit Report

Not Submitted Report number: 3TIY9R

Report Details Print/Share Manage Receipts

Expenses (7) View: Standard Add Expense Edit Delete Allocate

☐	Date ↓↑	Comment ↓↑	Receipt ↓↑	Attributes	Expense Type ↓↑	Vendor Details ↓↑	Payment Type ↓↑	Requested ↓↑	Actions
☐	09/17/2025				Training/Professional Dev	Glass Stores	NEW ProCard	\$894.51	...
☐	09/17/2025				Postage/Freight	Doctors and Physicians (Not Else	NEW ProCard	\$28.54	...
☐	09/17/2025				Postage/Freight	Doctors and Physicians (Not Else	NEW ProCard	(\$28.54)	...
☐	09/13/2025				General Services	General Contractors-Residential	NEW ProCard	\$760.09	...
☐	09/13/2025				Printing Services	Swimming Pools – Sales, Service,	NEW ProCard	\$182.95	...
☐	09/12/2025				General Supplies	Florists' Supplies, Nursery Stoc	NEW ProCard	\$203.96	...
☐	09/12/2025				Utilities - Telecommunication	Passenger Railways	NEW ProCard	\$503.08	...

2. Click **Submit Report**.
3. In the **Report Totals** window, click **Submit Report**.

Report Totals

Company Payments		
\$0.00 Employee	\$2,544.59 NEW ProCard	
Employee Payments		
\$0.00 Company		
Amount Total: \$2,544.59	Due Employee: \$0.00 Amount Due (NEW ProCard): \$2,544.59	Owed Company: \$0.00
Requested Amount: \$2,544.59	Total Paid By Company: \$2,544.59	Total Owed By Employee: \$0.00
Submit Report Cancel		

4. In the **User Electronic Agreement** window, review the details and click **Accept & Continue**.

User Electronic Agreement

By clicking 'Accept & Submit', I certify that:

- This is a true and accurate accounting of expenses incurred for CSU business.
- All required receipts and supporting documents are attached.
- The cardholder agrees to repay CSU in full for any personal use of card.
- The cardholder understands and accepts the responsibility to comply with all CSU and university policies.

Accept & Continue

Cancel

- In the **Report Status** window, click **Close**.

Report Status

Report Submitted

ProCard 08/22 - 09/21 1226

\$2,544.59

Close

- The ProCard Statement Report is submitted and displayed in the Report library.

ProCard 08/22 - 09/21 1226

03/13/2026

\$2,544.59

Due Employee:

\$0.00

Submitted

Pending CFS Validation

- To review the approval flow, see the [Report Timeline](#) section below for instructions.

Report Header

- 1. Select **Report Details** → **Report Header** or select the **Report Number** link.

ProCard 12/22 - 01/21 3540 \$1,848.26

Not Submitted

Report number: 6MZ541

Report Details

Print/Share

Manage Receipts

Report

Report Header

Report Totals

Report Timeline

Audit Trail

Allocation Summary

Linked Add-ons

Manage Requests

Manage Cash Advances

Standard

Date

Receipt

01/08/2026

12/31/2025

12/30/2025

12/29/2025

12/29/2025

Report Timeline

The timeline displays the approval workflow and identifies the steps which have been completed or are outstanding.

- 1. Select **Report Details** → **Report Timeline**.

ProCard 12/22 - 01/21 3540 \$1,848.26

Not Submitted

Report number: 6MZ541

Report Details

Print/Share

Manage Receipts

Report

Report Header

Report Totals

Report Timeline

Audit Trail

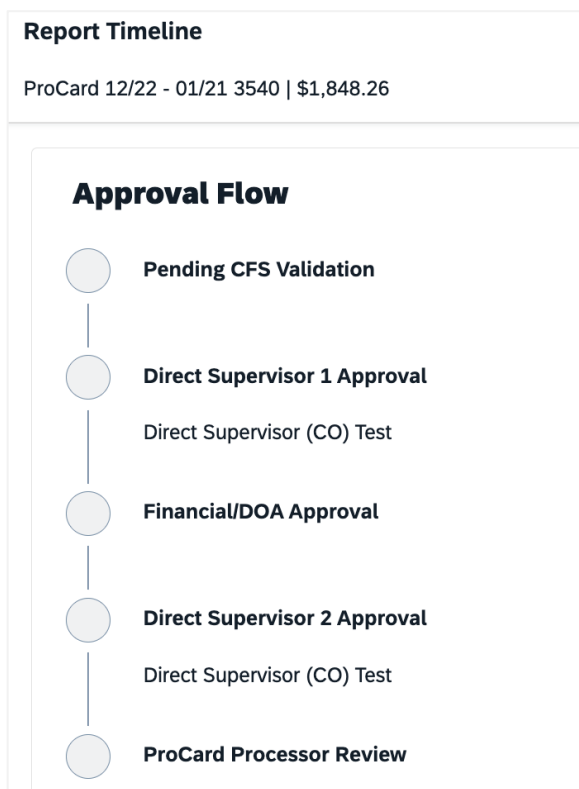
Standard

Date

Receipt

01/08/2026

- 2. A typical **Approval Flow** for ProCard statement displays. This may differ slightly depending on the university.



Audit Trail

The audit trail will display the timestamp of certain actions taken on the report.

1. Select **Report Details** → **Audit Trail**.

ProCard 12/22 - 01/21 3540 \$1,848.26

Not Submitted Report number: 6MZ541

Report Details ▼ Print/Share ▼ Manage Receipts ▼

Report

Report Header

Report Totals

Report Timeline

Audit Trail

Allocation Summary

Standard ▼

Date ↓	Receipt ↓
01/08/2026	
12/31/2025	

2. The date/time of the **Action** and the **Updated By** names will display.

Audit Trail			
ProCard 08/22 - 09/21 1226 \$2,544.59			
Report Level			
Date/Time↕	Updated By↕↑	Action↕↑	Description↕↑
02/17/2026 6:03 PM	Test Beth Forster	Confirmation Agreement Acceptance	*NEW CSU User Submit Agreement-ProCard
02/17/2026 4:41 PM	Test Beth Forster	Confirmation Agreement Acceptance	*NEW CSU User Submit Agreement-ProCard
01/15/2026 12:50 PM	Bridget Fredriksen	Exception	One or more Cost objects could not be approved by the right authority (2022EDFG - STEM Net Edison 2022 (CO-COFDN-97CSA-1207-2022EDFG)). The expense report has been moved to the next workflow step.
01/15/2026 12:46 PM	Direct Supervisor (CO) Test	Confirmation Agreement Acceptance	*CSU-Approver Submit Agreement
01/15/2026 12:45	Test Beth Forster	Confirmation Agreement	*CSU-User Submit Agreement
Entry Level			
Date/Time↕	Updated By↕↑	Action↕↑	Description↕↑
02/17/2026 4:40 PM	Test Beth Forster	Field Edit	Expense Type: General Supplies; Date: 09/12/2025 The field "Expense Type" was changed from "Landscape Maint/Repair" to "General Supplies"
02/17/2026 4:40 PM	Test Beth Forster	Field Edit	Expense Type: Postage/Freight; Date: 09/17/2025 The field "Expense Type" was changed from "Custodial Supplies" to "Postage/Freight"
02/17/2026 4:40 PM	Test Beth Forster	Field Edit	Expense Type: Postage/Freight; Date: 09/17/2025 The field "Business Justification" was changed from "" to "test purpose"
			Close

Allocation Summary

If a line has an allocation, the **Allocation Summary** displays a summary of any chart field splits that might have been added to the request expenses.

1. Select **Report Details** → **Allocation Summary**

ProCard 12/22 - 01/21 3540 \$1,848.26

Not Submitted
Report number: 6MZ541

Report Details
Print/Share
Manage Receipts

Report

Report Header

Report Totals

Report Timeline

Audit Trail

Allocation Summary

Standard

Date ↕

Receipt ↕

01/08/2026

Report

12/31/2025

Report

2. The Allocation Summary window displays.

Allocation Summary

ProCard 12/22 - 01/21 3540 | \$1,848.26

The sum of allocation amounts may not exactly match the expense amount due to rounding.

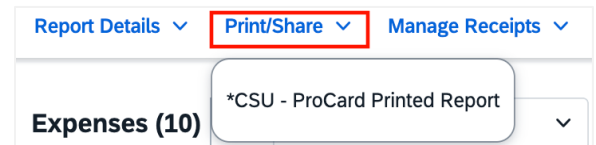
Code↓↑	Amount↓↑
	\$1,314.13
COCSU-44101-1005	\$534.13
CSU Office of the Chancellor - PaCE Operations - CO Accounts Payable	

Close

Print/Share

From the **Print/Share** menu, select the available printed report option to view and save as a PDF.

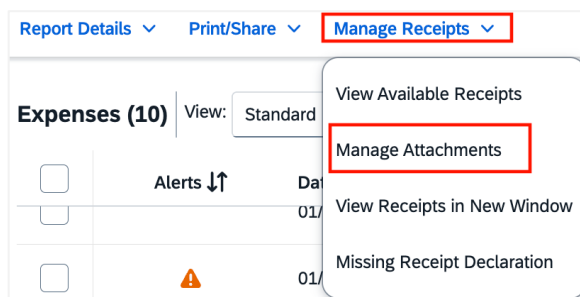
Note: This will be a required step if the hospitality expense is paid via ProCard. The PDF of the hospitality justification form must be added to the ProCard transaction where this expense is paid.



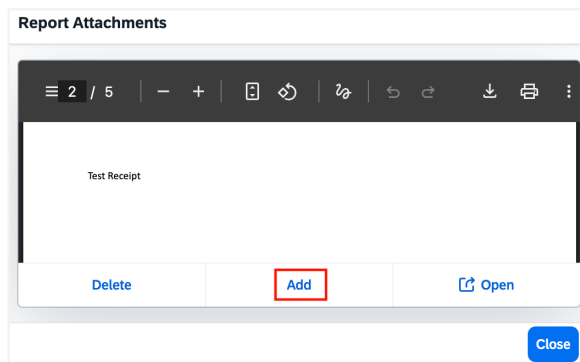
Attachments

Additional documentation can be added at the Report level.

1. Select **Manage Receipts** → **Manage Attachment**.



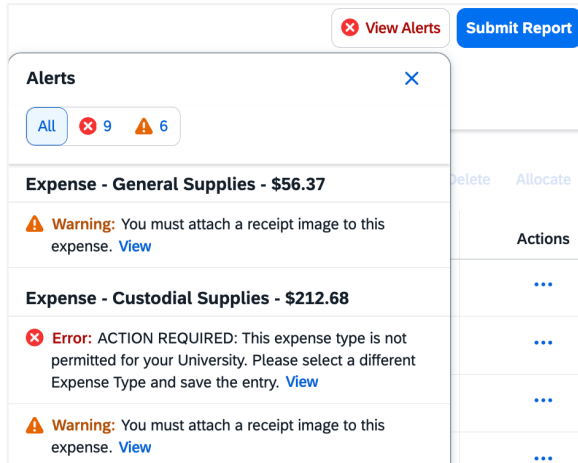
2. In the **Report Attachments** window, select **Add** to browse, open, and attach file(s) that support the Report.



3. Click **Close** once files have been added.

Alert Types

Alerts are messages triggered by certain criteria in your Report. There are different types of alerts.



1. **Error:** If an alert displays in **red**, it is displaying an error. This means an action must be taken before the Report can be submitted.
2. **Warning:** An **orange** alert displays communication related to your Report components advising you to read and take action.

Note: Some orange warnings will not clear; however, they will not prevent the user from submitting the Report.

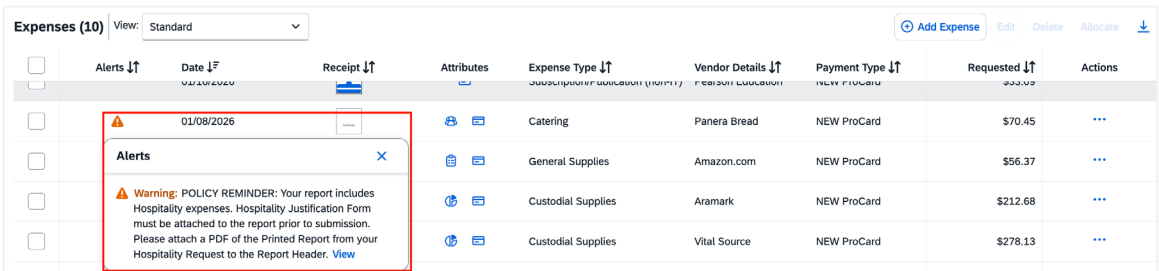
HOSPITALITY JUSTIFICATION FORM

Adding a Hospitality Justification Form to a ProCard Statement Report

All CSU expense reports with hospitality expense types require an approved Concur hospitality justification form. For ProCard statement reports with hospitality expense types, the PDF of the approved Concur hospitality justification form created under Request must be attached. See the [Print/Share](#) section above on how to print the request to PDF. Then, view the [Add Hospitality Justification Form to a ProCard Statement Report](#) details below for instructions.

Policy Reminder Alert

An **Alert** displays when a hospitality expense type is added to a report.



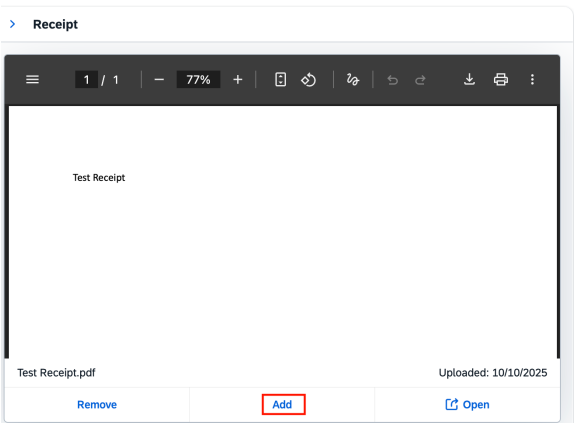
The screenshot shows the 'Expenses (10)' table with columns: Alerts, Date, Receipt, Attributes, Expense Type, Vendor Details, Payment Type, Requested, and Actions. An alert is displayed over the first row, dated 01/08/2026. The alert text reads: 'Warning: POLICY REMINDER: Your report includes Hospitality expenses. Hospitality Justification Form must be attached to the report prior to submission. Please attach a PDF of the Printed Report from your Hospitality Request to the Report Header. View'. The table rows include: Catering (Panera Bread, \$70.45), General Supplies (Amazon.com, \$56.37), Custodial Supplies (Aramark, \$212.68), and Custodial Supplies (Vital Source, \$278.13).

Alerts	Date	Receipt	Attributes	Expense Type	Vendor Details	Payment Type	Requested	Actions
Alerts Warning: POLICY REMINDER: Your report includes Hospitality expenses. Hospitality Justification Form must be attached to the report prior to submission. Please attach a PDF of the Printed Report from your Hospitality Request to the Report Header. View								
	01/08/2026			Catering	Panera Bread	NEW ProCard	\$70.45	...
				General Supplies	Amazon.com	NEW ProCard	\$56.37	...
				Custodial Supplies	Aramark	NEW ProCard	\$212.68	...
				Custodial Supplies	Vital Source	NEW ProCard	\$278.13	...

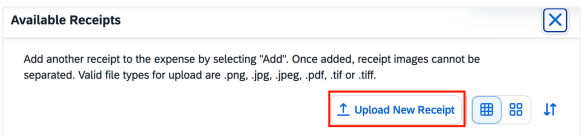
Add Hospitality Justification Form to a ProCard Statement Report

The way hospitality justification forms are linked / associated with a ProCard Statement Report is different than the Travel and Non-Travel Expense Report.

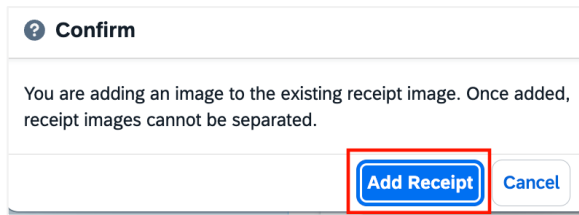
1. From the approved **Hospitality Justification Form**, open and select **Print/Share** to save the request as a PDF.
2. In the ProCard Statement Report, when a hospitality expense is reconciled, attach the PDF copy of the related hospitality justification form in addition to the receipt or as an [Attachment](#) in the Report level.
3. In the **Receipt** window of the hospitality expense, select **Add**.



4. In the **Available Receipts** window, click **Upload New Receipt** and select the Hospitality Justification Form save as a PDF in step 1 above.



5. In the **Confirm** window, click **Add Receipt**.



A screenshot of a 'Confirm' dialog box. The title bar says '? Confirm'. The main text reads: 'You are adding an image to the existing receipt image. Once added, receipt images cannot be separated.' At the bottom, there are two buttons: 'Add Receipt' (highlighted with a red rectangle) and 'Cancel'.

6. The PDF of the Hospitality Justification Form is appended to the receipt image.