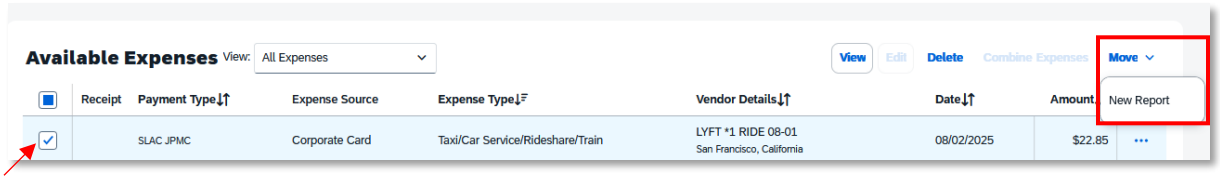
Reconciling an Erroneous TCard Charge

Objective: This guide will cover how to reconcile an erroneous TCard charge that is personal/non-SLAC Travel related.

1. **Notify** Travel Office about the erroneous charge

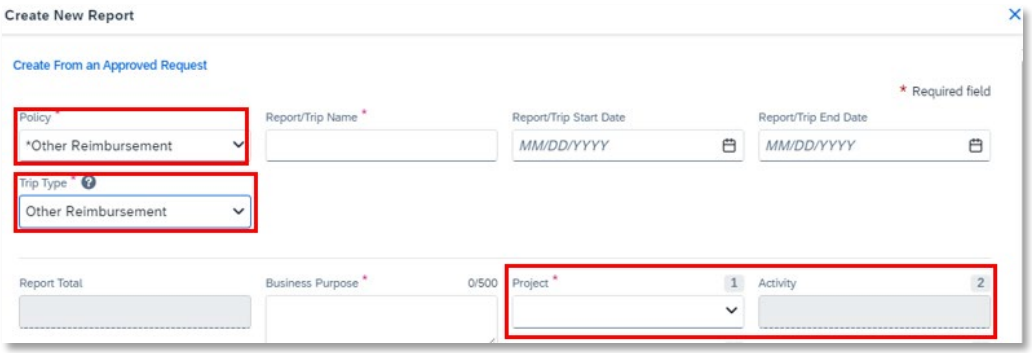
2. **From the Concur homepage, go to Available Expenses and select "See All."**
   Then, choose the erroneous TCard charge you want to move to a new report.



3. **Create** a Concur travel expense report for the transaction. In this case, there will not be a Concur travel request associated with the expense report.

   - In the Concur expense report header, **select** *Policy: "Other Reimbursement"* and *Trip Type: "Other Reimbursement*"
   - In the *Project* and *Activity fields*, **Allocate** the expense report to an unallowable Project Activity (PA)

   Note: If you are not sure which unallowable PA to use, please contact your department's finance team, or your directorate business manager to obtain the unallowable PA code, then enter it into your Concur expense report header.



   Fill out other required fields (*) such as *Report Name* and *Business Purpose* and **click** *Create Report.*

4. **Submit** expense report and **Reimburse SLAC** - Check Deposit Guideline(SLAC Only)