

# RECONCILING A PCARD ADVANCE

## Concur expense management system

As per [Policy 21—Reimbursement to Individuals for University Business Expenses](#), all travel arrangements processed using a Pcard should be considered a prepaid expense and be recorded as a travel advance.

If you have used a Pcard to make a purchase such as airline tickets or a hotel room, you must complete two steps to reconcile this advance.

### 1. RECONCILING THE TRANSACTION IN FAST

- 1.1. Use Travel Advance Account 71191.
- 1.2. In the **Comment box**, type anything that will help you trace the transaction for reimbursement (e.g., the purchase order number).
- 1.3. Record the total amount (without taxes).

**Note:** By using Travel Advance account 71191, you will have the necessary audit trail for proper follow-up and you will also avoid reimbursing travellers for expenses that have already been paid with a Pcard.

### 2. REGISTERING THE EXPENSE IN THE CONCUR EXPENSE REIMBURSEMENT SYSTEM

- 2.1. Add the expense by choosing the expense type (airline tickets, hotel, etc.). Attach all receipts or any other documentation needed for this expense.
- 2.2. Add the Pcard Advance:
  - 2.2.1. Select **Add Expense** and then **PCARD Advance**.
  - 2.2.2. Fill out the information on this transaction and make sure to complete all required fields (identified with an asterisk).
  - 2.2.3. Enter the Amount as a negative number, all taxes included.
  - 2.2.4. In the comment box, enter the Pcard batch number (optional).
  - 2.2.5. Both expenses should appear as shown in the screenshot below.

<input type="checkbox"/>		Paid by traveller- Out of pocket	PCARD advance	Air Canada Ottawa, Ontario	2020-02-04	(999.00\$) Allocated
<input type="checkbox"/>		Paid by traveller- Out of pocket	Airline tickets	Air Canada Ottawa, Ontario	2020-02-04	999.00\$ Allocated