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.