**Q: Are travel and pcard reports completed in Concur?**

A: Yes. Both are completed in Concur. Users can select which type of report they need to complete on the first screen.

**Q: What is the order of approval for each pcard and travel transaction?**

A: When a user submits a report, it will first require approval from their immediate supervisor. The second approval is from the index manager. Approvers are completing approval for each transaction, not the total report. One report may require the approval of multiple areas if depending on the indexes used. For some transactions, approval may be required from Grants, a PI, or VP/Dean.

**Q: How often should pcard reports be completed?**

A: For every month that a pcard holder has transaction activity. This is based on the date the transaction is posted. For example, all transactions that post from May 1 to May 31 should be submitted in a Concur report by June 10. Users are encouraged to update their transactions throughout the month with index, account, business purpose, and receipts.

**Q; How often should travel reports be completed?**

A: Travel reports will be built over a span of time and submitted when the trip is complete. A report might be started in June with a conference registration purchase and kept open until the trip is completed in September. If flights are purchased in July, that transaction would be added to the report, but not submitted until all trip transactions are completed in September.

**Q: Can someone in my department book my travel on their P-Card?**

A: No. It is recommended that all travelers have their own P-Card. This does not include Graduate students or residents. The traveler, while ultimately responsible for the transactions, can have a department admin schedule travel using a card in the traveler’s name. A department may choose to centrally hold the cards for infrequent users and can work with Accounts Payable to have cards de-activated if there are several months of no use.

**Q: What if my trip is just mileage?**

A: This will be submitted in a travel report. Anything involving travel should be on a travel report.

**Q: Are we supposed to use our pcard or per diem for meals while traveling?**

A: With the convenience of the Concur system, travelers should be using per diem for meals. Concur will calculate per diem based on your location, time of year, and travel days. Travelers receive 75% of the daily per diem on their first and last days. P-Cards should not be used for meals while traveling.

**Q: How do I know what index and account codes to use?**

A: The following page on the Accounting and Reporting website is a good resource. Business Managers should also be able to help. Lastly, Concur will learn your transaction types, and remember recently used codes for future transactions.

<http://www.utoledo.edu/offices/controller/accounting_reporting/banner_info.html>

**Q: Where do I locate the travel policy and p-card procedures?**

A: <http://www.utoledo.edu/offices/controller/accounts_payable/>