

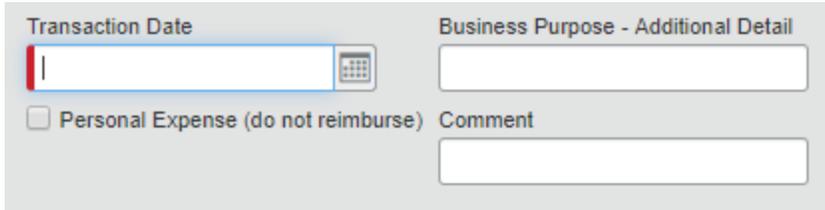
How do I submit “Cash Due Rice” in Concur?

Personal expenses should be charged to personal credit cards. In the event the PCard is used for personal expenses, the user is required to reimburse the university for the amount spent.

This is done in the following manner:

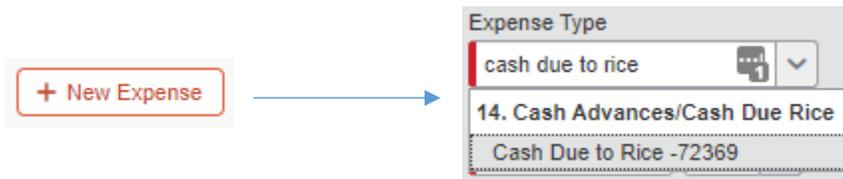
1. Log in to Concur and make note of the personal expense

Mark the expense line as personal by checking the “Personal Expense” box:



The screenshot shows a form with two main sections. The top section has a 'Transaction Date' field with a calendar icon and a 'Business Purpose - Additional Detail' text box. The bottom section has a checkbox labeled 'Personal Expense (do not reimburse)' and a 'Comment' text box.

You will also need to record a new expense line with the “Cash Due To Rice” expense type for the amount to be reimbursed and include the deposit voucher stamped by the Cashier’s Office in your expense report as receipt documentation for “Cash Due Rice”.



The screenshot shows a red button labeled '+ New Expense' with an arrow pointing to a dropdown menu. The dropdown menu is titled 'Expense Type' and has 'cash due to rice' selected. Below the dropdown, there is a list of expense types: '14. Cash Advances/Cash Due Rice' and 'Cash Due to Rice -72369'.

Print out and complete the deposit voucher, which can be found under the Print/Email menu in your expense report:



The screenshot shows a dropdown menu titled 'Print / Email'. The menu items are: '*1 - Detailed Report', '*2 - Fax Receipt Cover Page', '*3 - Deposit Voucher', and '*4 - Missing Receipt Affidavit Upload'.

2. Make the payment at the Cashier’s Office

Take printed deposit voucher and payment (cash or check) to the Cashier’s Office on the first floor of Allen Center to deposit. Be sure to obtain a receipt and have the deposit voucher stamped.

3. Attach the support in Concur

Scan and attach the stamped deposit voucher and receipt to the expense’s line item.

Submit expense report for approval to your supervisor.