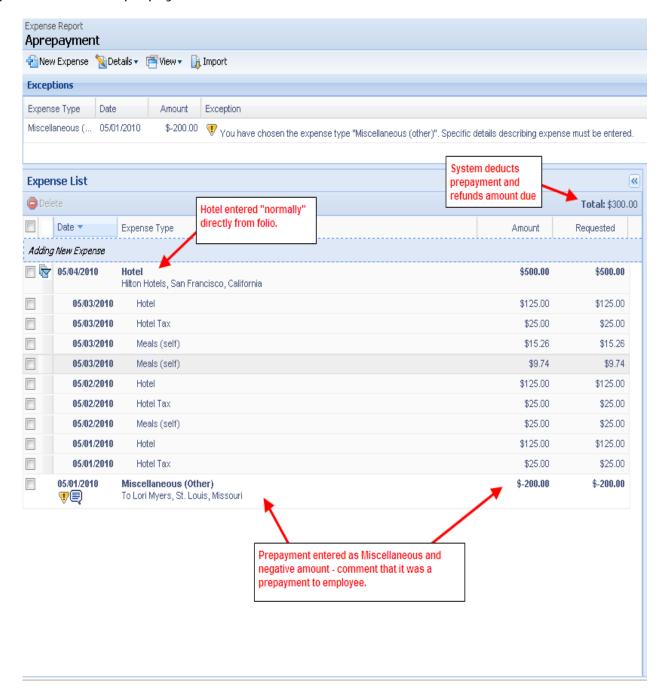
Business and Finance Division

SAINT LOUIS UNIVERSITY

Reconciling Pre-payments On Concur Expense Reports

For any type of pre-payment (cash or check), using the expense type Miscellaneous, please enter the prepayment on a SEPARATE line as a NEGATIVE amount.



^{**}Please note that even if pre-payment is included on hotel folio, it still needs to be entered on a separate line (not a part of the itemization) as a negative amount.