

My Concur | Travel | **Expense** | Reporting | Administration | Profile

View Charges | View Reports | New Expense Report | View Receipt Store

Company Card Charges

Add Charges To: New Expense Report | Add Selected

Card Activity: American Express - | Time Period: All Unused Charges

View American Express transactions from Expense Tab - View Charges link

Use drop down to choose unused (not imported into Concur report) charges on a date range.

Date	Expense	Amount
02/14/2014		\$365.00

View Charges | View Reports | New Expense Report | View Receipt Store

Company Card Charges

Add Charges To: New Expense Report | Add Selected

Card Activity: American Express - | Previous Statement: Dec 29, 2012 - Jan 28, 2013

Expense type from Concur expense report.

Transaction date

Shows the report name the transaction was submitted on (click on report name to pull up report) and when it was submitted

Shows that transaction was NOT paid in full

Shows that transaction WAS paid in full

Use drop down to choose date range.

Date	Description	Expense	Amount
01/26/2013	SHERATON NEW ORLEANS HTL NEW ORLEANS, LA	US50 Meals (Self)	Approved: \$19.50
01/25/2013	SHERATON NEW ORLEANS HTL NEW ORLEANS, LA	US50 Meals (Self)	Approved: \$20.74
01/25/2013	SHERATON NEW ORLEANS HTL NEW ORLEANS, LA	US50 Meals (Self)	Approved: \$13.15
		US50 Meals (Self)	Approved: \$32.11
		US50 Meals (Self)	Approved: \$5.87
		US50 Meals (Self)	Approved: \$15.67
		US50 Meals (Self)	Approved: \$23.00
01/23/2013	DUNKIN DONUTS EAST SAINT LOUIS, MO	US50 Meals (Self)	Approved: \$8.22
	ANNUAL MEETING		Approved: \$8.22
			\$365.00