

Concur Expense Type Updates ^[1]

May 10, 2022 by [Staff](#) ^[2]

With feedback received from the campus communities, the PSC has completed a full review and clean-up of the expense types in Concur, our travel and expense management system. In this clean-up we:

- Addressed issues with expense types in Concur mapping incorrectly to account codes in the General Ledger
- Added some of the most commonly requested expense types (mapping to account codes of the same name/description)
- Clarified descriptions on some of the existing expense types in the system

Many of these changes are subtle and will go almost undetected by the casual user. For those high-volume delegates and other individuals processing a large number of expense reports, the changes should make for a more intuitive experience in the system.

If you want to get a comprehensive view of the updates, please refer to the table below:



Prior Mapping		Updated Mapping		Description
<i>Concur Expense Type (acct code)</i> →	<i>FIN Account Code – Description</i>	<i>Concur Expense Type (acct code)</i> →	<i>FIN Account Code – Description</i>	
Copy Expenses (487610)	487610 – Copy Machine Rentals	Copy Expenses (487607)	487607 – Copy Center Copies	Updated appropriation for P related
Film, Tapes, & DVD Supplies (490101)	490101 – Microfilm Supplies	Film, Tapes, & DVD Supplies (490111)	490111 – Film/Videotape	Updated appropriation for P related
	Microfilm Supplies (490101)	Microfilm Supplies (490101)	490101 – Microfilm Supplies	Updated appropriation for P related
Film, Tapes, & DVD Services (490102)	490102 – Microfilm Services	Film, Tapes, & DVD Services (527614)	527614 – Film Rentals	Updated appropriation for P related
	Microfilm Services (490102)	Microfilm Services (490102)	490102 – Microfilm Services	Updated appropriation for P related
Student Residential Life Activities (552625)	552625 – Student Activities	Student Activities (552625)	552625 – Student Activities	Remainder of the expense to, re

Prior Mapping		Updated Mapping		Description
Concur Expense Type (acct code) →	FIN Account Code – Description	Concur Expense Type (acct code) →	FIN Account Code – Description	
Water (750400)	750400 – Utility Water	Utility Water (750400)	750400 – Utility Water	Added expense type. It will be paid by the Bottle (480100) and will be allocated to the appropriate account.
New Expense Type Addition		Subscriptions (512601)	512601 - Subscriptions	Added expense type. It will be paid by the Concur account.
New Expense Type Addition		Periodicals (512603)	512603 – Periodicals	Added expense type. It will be paid by the Concur account.
New Expense Type Addition		Tablets (500802)	500802 – Tablets	Added expense type. It will be paid by the Concur account.
New Expense Type Addition in Travel Reconciliation Policy		Student Functions (550300)	550300 – Student Functions	Added expense type. It will be paid by the Reconciliation type with the reconciliation policy.
New Expense Type Addition in Travel Reconciliation Policy and Procurement Card Policy only		Credit Card Fees (552607)	552607 – Credit Card Fees	Added expense type. It will be paid by the Concur account.
New Expense Type Addition in Non-Employee Expenses Policy only		Application Fee Refund (325603)	325603 – Application Fees	Added expense type. It will be paid by the process. Available for the Policy.

**Please check with your Campus Controller's Office on when these expense types would be appropriate*

If you would like to submit suggestions for future Concur expense type reviews, please submit that feedback below:

Concur Expense Types Feedback ^[3]

We would love to hear your thoughts or feedback on the expense type updates in Concur!

Feedback *

Tell us what you think!

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Procurement Service Center

Concur ^[4]

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