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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		Des
Concur *Expense Type (acct code)* →	***FIN*** *Account Code – Description*	*Concur Expense Type (acct code)* →	*FIN Account Code – Description*	
Copy Expenses (487610)	487610 – Copy Machine Rentals	Copy Expenses (487607)	487607 – Copy Center Copies	Upda appr for P relat
Film, Tapes, & DVD Supplies (490101)	490101 – Microfilm Supplies	Film, Tapes, & DVD Supplies (490111)	490111 – Film/Videotape	Upda a mo gene reim supp
	Splitting into 2 expense types	Microfilm Supplies (490101)	490101 – Microfilm Supplies	Mad in Co relat
Film, Tapes, & DVD Services (490102)	490102 – Microfilm Services	Film, Tapes, & DVD Services (527614)	527614 – Film Rentals	Upda a mo gene reim servi
	Splitting into 2 expense types	Microfilm Services (490102)	490102 – Microfilm Services	Mad in Co relat
Student Residential Life Activities (552625)	552625 – Student Activities	Student Activities (552625)	552625 – Student Activities	Rem the e expe to, re

Prior Mapping		Updated Mapping		Desc
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 *type*. I be pai Bottle *(4801* be allo
New *Expense Type* Addition		Subscriptions (512601)	512601 - Subscriptions	Added Concu
New *Expense Type* Addition		Periodicals (512603)	512603 – Periodicals	Added Concu
New *Expense Type* Addition		Tablets (500802)	500802 – Tablets	Added Concu
New *Expense Type* Addition in *Travel Reconciliation Policy*		Student Functions (550300)	550300 – Student Functions	Added *expens Recon type* w recon
New *Expense Type* Addition in *Travel Reconciliation Policy* and *Procurement Card Policy* only		Credit Card Fees (552607)	552607 – Credit Card Fees	Added in Con
New *Expense Type* Addition in *Non-Employee Expenses Policy* only		Application Fee Refund (325603)	325603 – Application Fees	Added *expens* proces Availa *Policy.*

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

Concur [3]
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