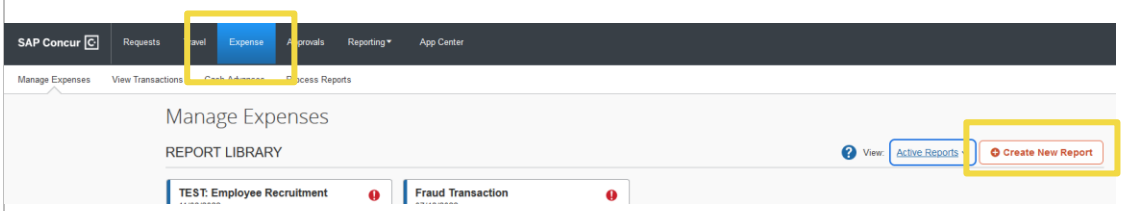
Guide for Unintended Transactions

DATE OF LAST UPDATE	LAST UPDATED BY
July 24, 2023	Bethany Rapp

Did this unintended personal transaction happen while not traveling on university business? If so, **begin at Part 1**.

Did this charge happen while on a trip for the university? If so, proceed normally with your expense report and **skip to Part 2B**.

STEP	ACTIVITY
Part 1:	**Creating an Expense Report for Your Unintended Transaction**
Log into SAP Concur and click on "**Expense**" in the top toolbar. Select "**Create New Expense**."	

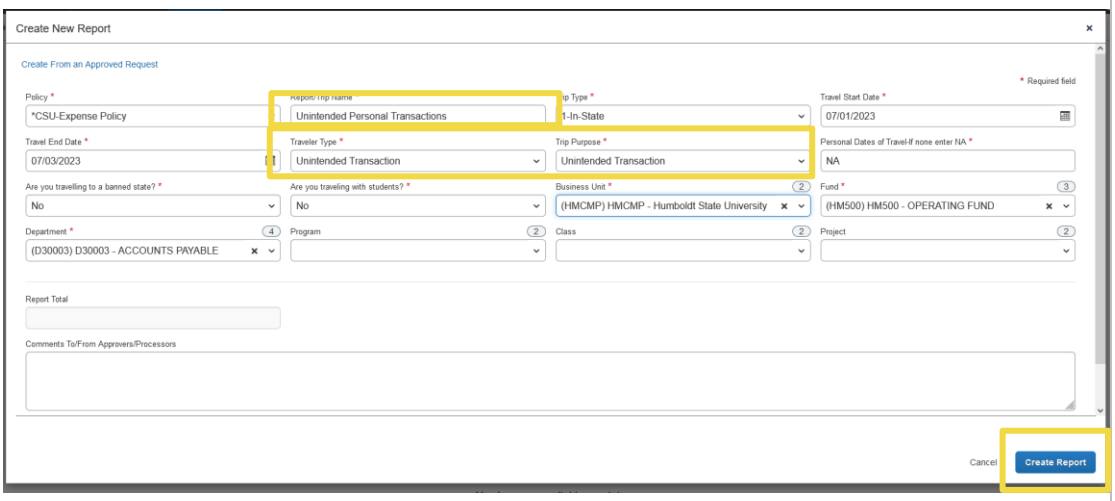
Fill out the report header as normal with these special adjustments:

Under trip name, type "**Unintended Personal Transaction**."

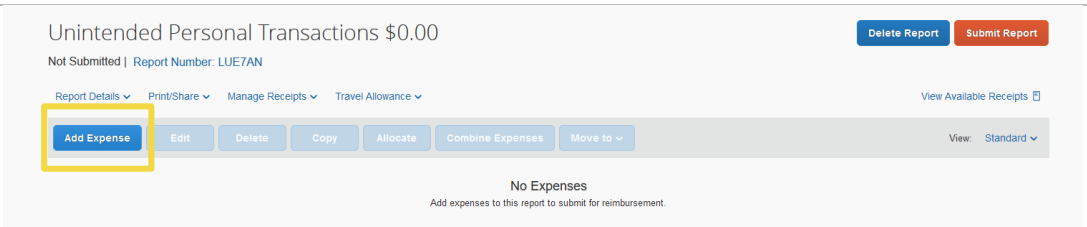
Select the date of the transaction.

For **Traveler Type** and **Trip Purpose**, enter "**Unintended Transaction**."

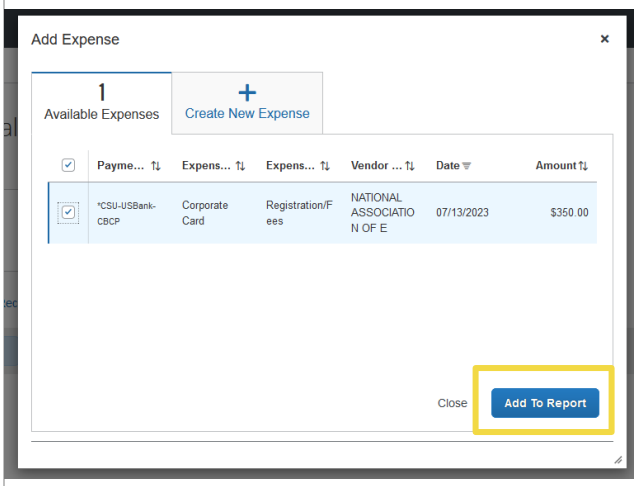
In comment section, add some text explaining the unintended transaction and then "**Create Report**".



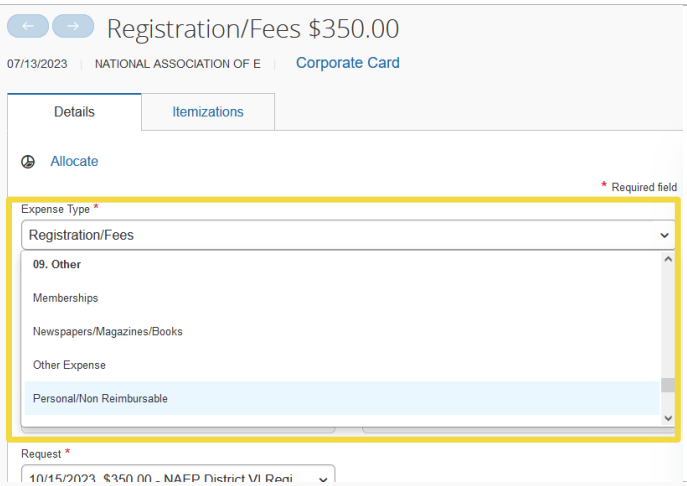
Select "**Add Expense**" to add in your credit card transaction.



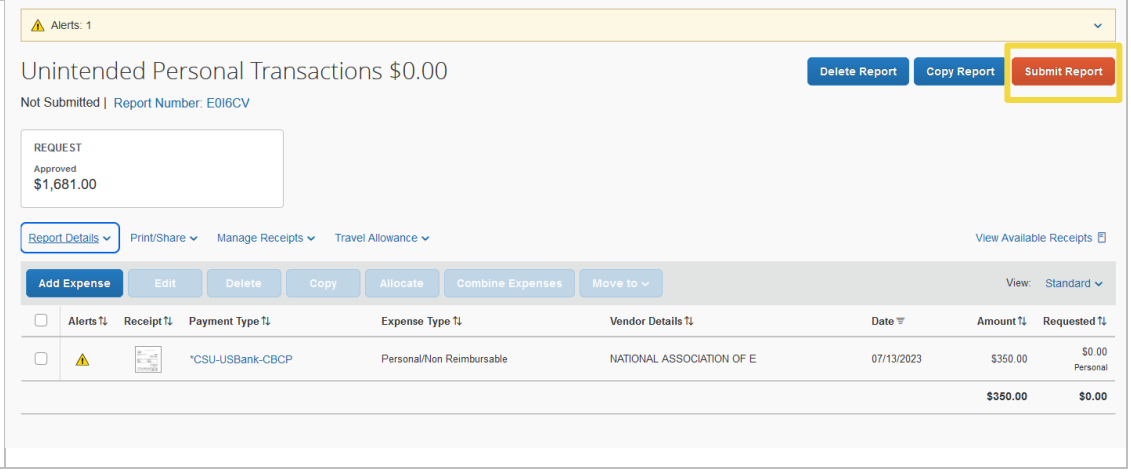
Select the transaction, then click "**Add To Report**".

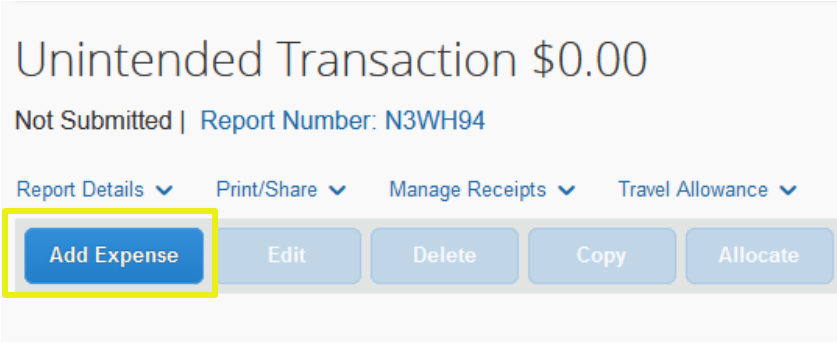
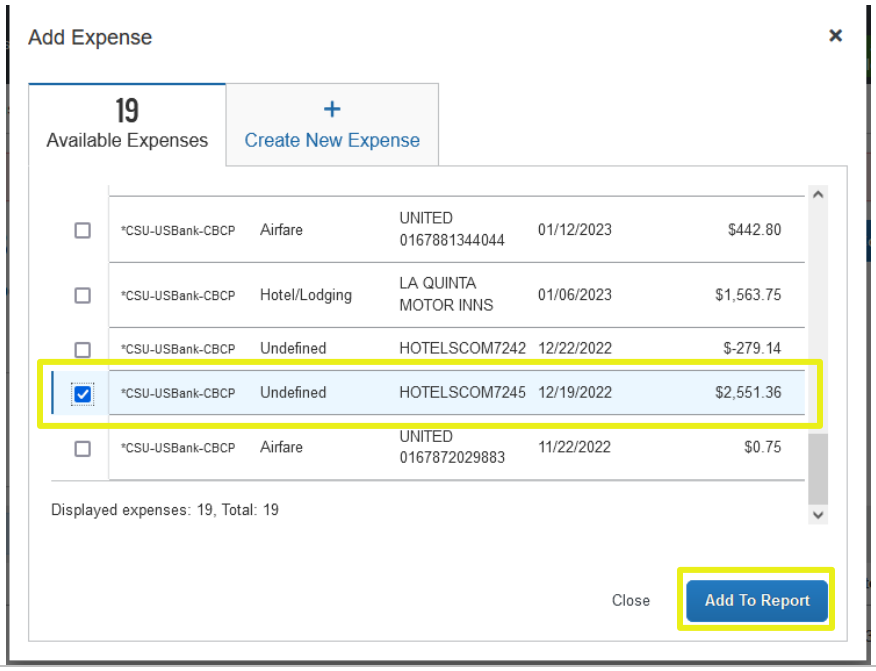


Once the transaction is added to the report, click on the expense type to bring you into the details of the transaction. Select the expense type "**Personal/Nonreimbursable**"

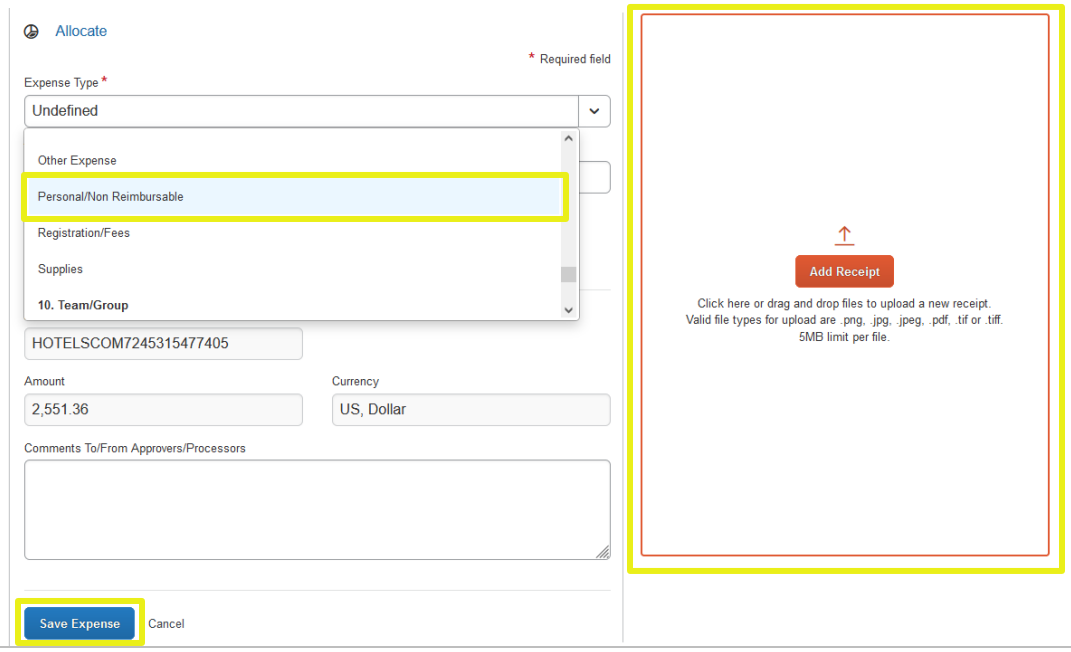
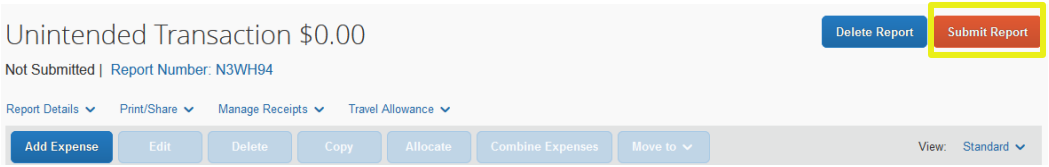


Click "**Submit Report**". You will receive instructions via email to pay this back at the Cashier's office located on the second floor of SBS or online.



Part 2:	Creating the Expense Report for your Unintended Transaction
Part 2B: Start here if your unintended charge happened during a trip… When you return from your travels, navigate to your approved request, and select "**Create Expense Report**".	
This will automatically bring you over to an expense report. Click "**Add Expense**".	
From your available expenses, click the box on the left of the unintended transaction you need to add to this report, then click "**Add to Report**".	

Once the transaction is added to your report, click into the transaction line to bring up the details. Under the "Expense Type" drop down menu, select "**Personal/Non Reimbursable**". Add a receipt if necessary and then click "**Save Expense**". Write a comment if you need to provide any context.



Once you have added the expense as "Personal/Non Reimbursable", you may "**Submit Report**". You will receive instructions via email to pay this back at the Cashier's office located on the second floor of SBS or online.