



Concur Credit Card Transactions Travel Cards

Quick Reference Guide (QRG)

Department of Finance & Administration
AASIS S/4HANA Upgrade and Implementation



Introduction

Purpose

This quick reference guide (QRG) provides step-by-step instructions for submitting Travel Card transaction expenses in Concur. It is designed to help users locate transactions, verify details, and complete required actions efficiently by highlighting the key fields, navigation steps, and information needed to process card activity accurately.

When to Use this Guide

Use this guide when you need to review or submit TCARD expense transactions expenses in Concur.

Before You Begin

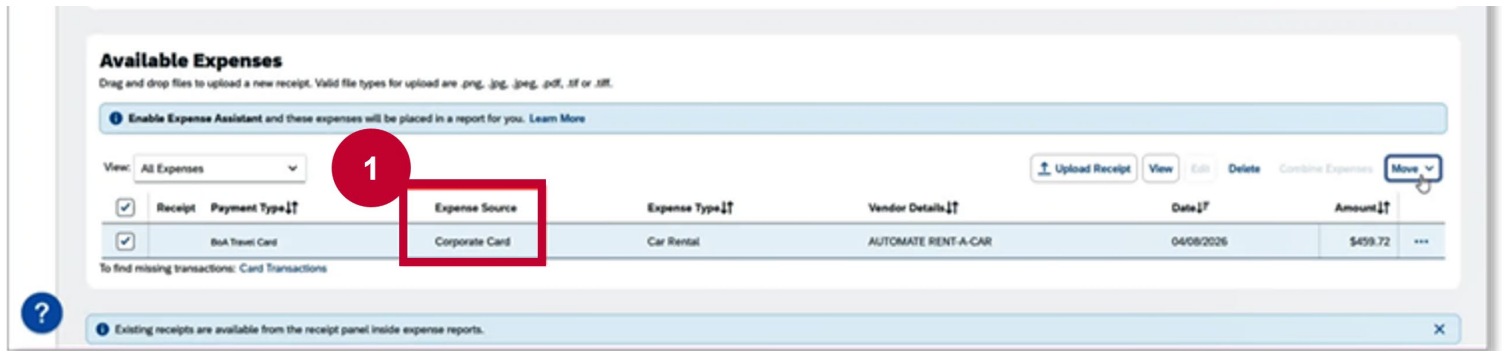
Confirm you have the necessary information available, such as the transaction date, vendor name, amount, and any supporting receipt or business purpose details.

Concur Credit Card Transactions (1 of 5)

Credit Card Transactions

Card transactions are business expenses charged to a corporate card and imported into Concur. These transactions include expenses such as airfare, conference fees, or other approved business purchases. Before they can be submitted, you must review the imported charges and complete any required expense details. There are 3 types of card transactions:

1. Travel Card Transactions
2. Purchase Card Transactions
3. Lodge Card Transactions



Available Expenses
 Drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .jif.

Enable Expense Assistant and these expenses will be placed in a report for you. [Learn More](#)

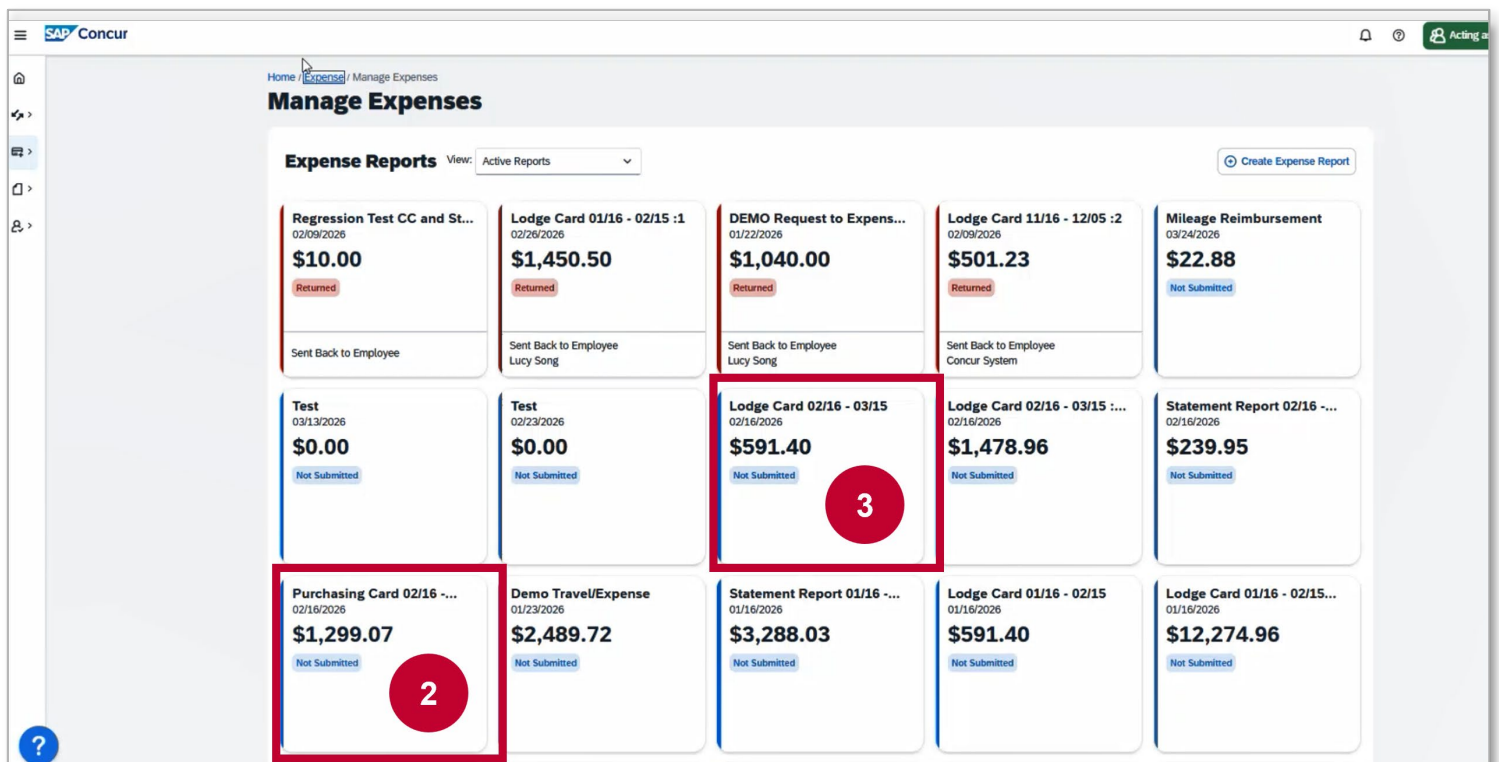
View: All Expenses

Upload Receipt View Edit Delete Combine Expenses Move

Receipt	Payment Type	Expense Source	Expense Type	Vendor Details	Date	Amount
☒	Bus Travel Card	Corporate Card	Car Rental	AUTOMATE RENT-A-CAR	04/08/2026	\$499.72

To find missing transactions: Card Transactions

Existing receipts are available from the receipt panel inside expense reports.



Manage Expenses

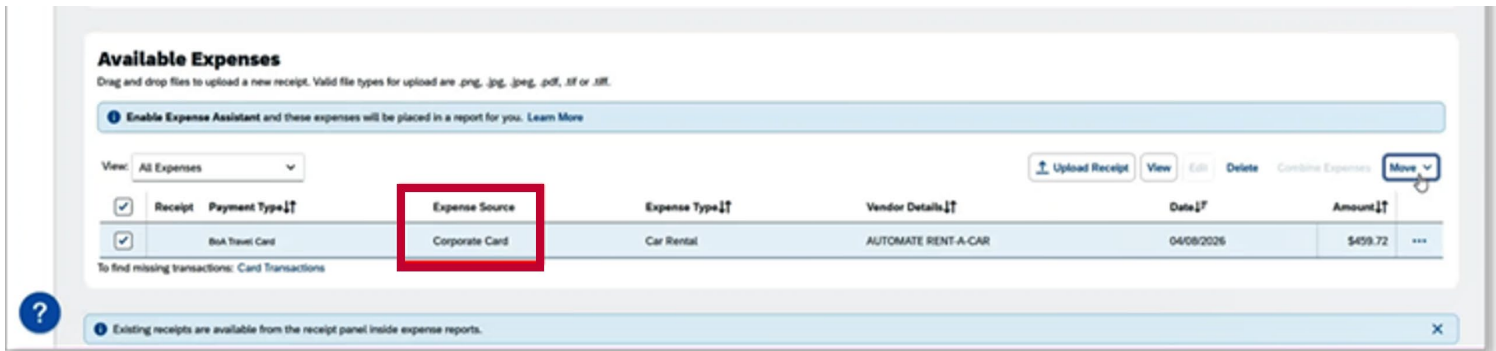
Expense Reports View: Active Reports Create Expense Report

Regression Test CC and St... 02/09/2026 \$10.00 Returned Sent Back to Employee	Lodge Card 01/16 - 02/15 :1 02/26/2026 \$1,450.50 Returned Sent Back to Employee Lucy Song	DEMO Request to Expens... 01/22/2026 \$1,040.00 Returned Sent Back to Employee Lucy Song	Lodge Card 11/16 - 12/05 :2 02/09/2026 \$501.23 Returned Sent Back to Employee Concur System	Mileage Reimbursement 03/24/2026 \$22.88 Not Submitted
Test 03/13/2026 \$0.00 Not Submitted	Test 02/23/2026 \$0.00 Not Submitted	Lodge Card 02/16 - 03/15 02/16/2026 \$591.40 Not Submitted	Lodge Card 02/16 - 03/15 :... 02/16/2026 \$1,478.96 Not Submitted	Statement Report 02/16 - ... 02/16/2026 \$239.95 Not Submitted
Purchasing Card 02/16 - ... 02/16/2026 \$1,299.07 Not Submitted	Demo Travel/Expense 01/23/2026 \$2,489.72 Not Submitted	Statement Report 01/16 - ... 01/16/2026 \$3,288.03 Not Submitted	Lodge Card 01/16 - 02/15 01/16/2026 \$591.40 Not Submitted	Lodge Card 01/16 - 02/15... 01/16/2026 \$12,274.96 Not Submitted

Concur Credit Card Transactions (2 of 5)

Travel Card Transactions in Concur

Travel Card expenses enter the system as Available Expenses in the Manage Expenses Dashboard.



Available Expenses
 Drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.

1 Enable Expense Assistant and these expenses will be placed in a report for you. [Learn More](#)

View: All Expenses

Upload Receipt View Edit Delete Combine Expenses Move

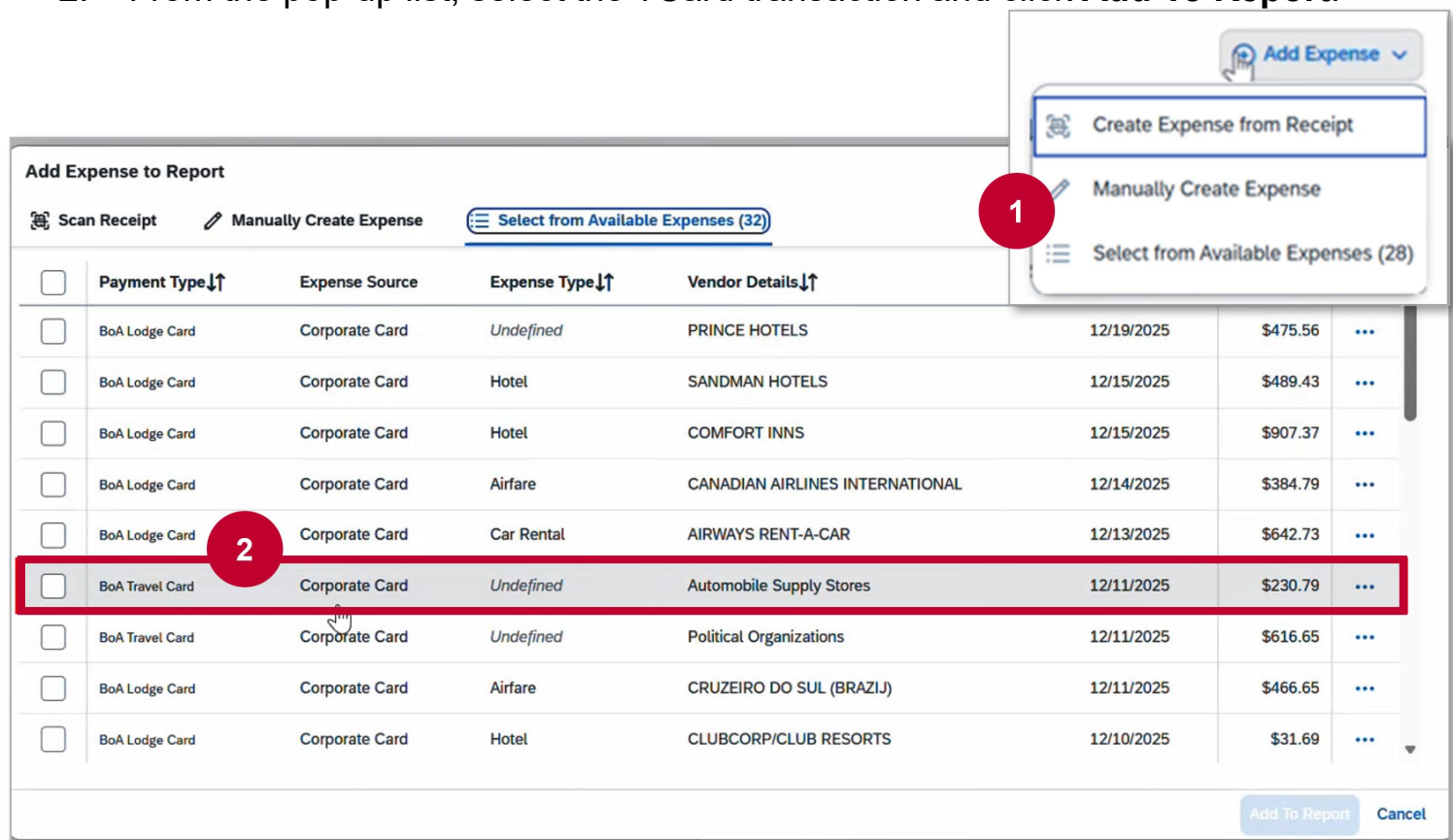
☒	Receipt	Payment Type↑↓	Expense Source	Expense Type↑↓	Vendor Details↑↓	Date↑↓	Amount↑↓	
☒		BoA Travel Card	Corporate Card	Car Rental	AUTOMATE RENT-A-CAR	04/08/2026	\$459.72	...

To find missing transactions: Card Transactions

Existing receipts are available from the receipt panel inside expense reports.

Add Travel Card Expense to a Report

1. **Logon to Concur at <https://us2.concursolutions.com/>.** In an open expense report choose **Select from Available Expenses** from the Add Expense drop down menu.
2. From the pop-up list, select the TCard transaction and click **Add To Report**.



Add Expense to Report

Scan Receipt Manually Create Expense **Select from Available Expenses (32)**

☐	Payment Type↑↓	Expense Source	Expense Type↑↓	Vendor Details↑↓			
☐	BoA Lodge Card	Corporate Card	Undefined	PRINCE HOTELS	12/19/2025	\$475.56	...
☐	BoA Lodge Card	Corporate Card	Hotel	SANDMAN HOTELS	12/15/2025	\$489.43	...
☐	BoA Lodge Card	Corporate Card	Hotel	COMFORT INNS	12/15/2025	\$907.37	...
☐	BoA Lodge Card	Corporate Card	Airfare	CANADIAN AIRLINES INTERNATIONAL	12/14/2025	\$384.79	...
☐	BoA Lodge Card	Corporate Card	Car Rental	AIRWAYS RENT-A-CAR	12/13/2025	\$642.73	...
☐	BoA Travel Card	Corporate Card	Undefined	Automobile Supply Stores	12/11/2025	\$230.79	...
☐	BoA Travel Card	Corporate Card	Undefined	Political Organizations	12/11/2025	\$616.65	...
☐	BoA Lodge Card	Corporate Card	Airfare	CRUZEIRO DO SUL (BRAZIL)	12/11/2025	\$466.65	...
☐	BoA Lodge Card	Corporate Card	Hotel	CLUBCORP/CLUB RESORTS	12/10/2025	\$31.69	...

Add Expense

Create Expense from Receipt

Manually Create Expense

Select from Available Expenses (28)

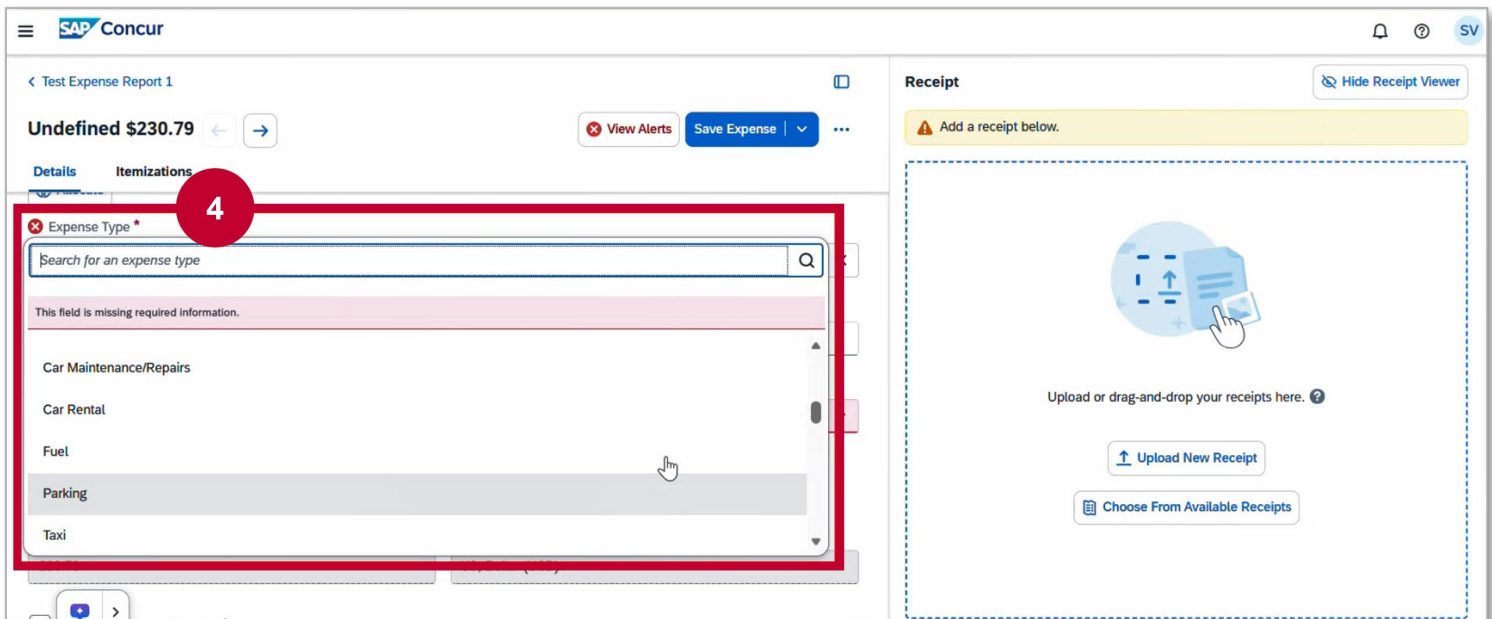
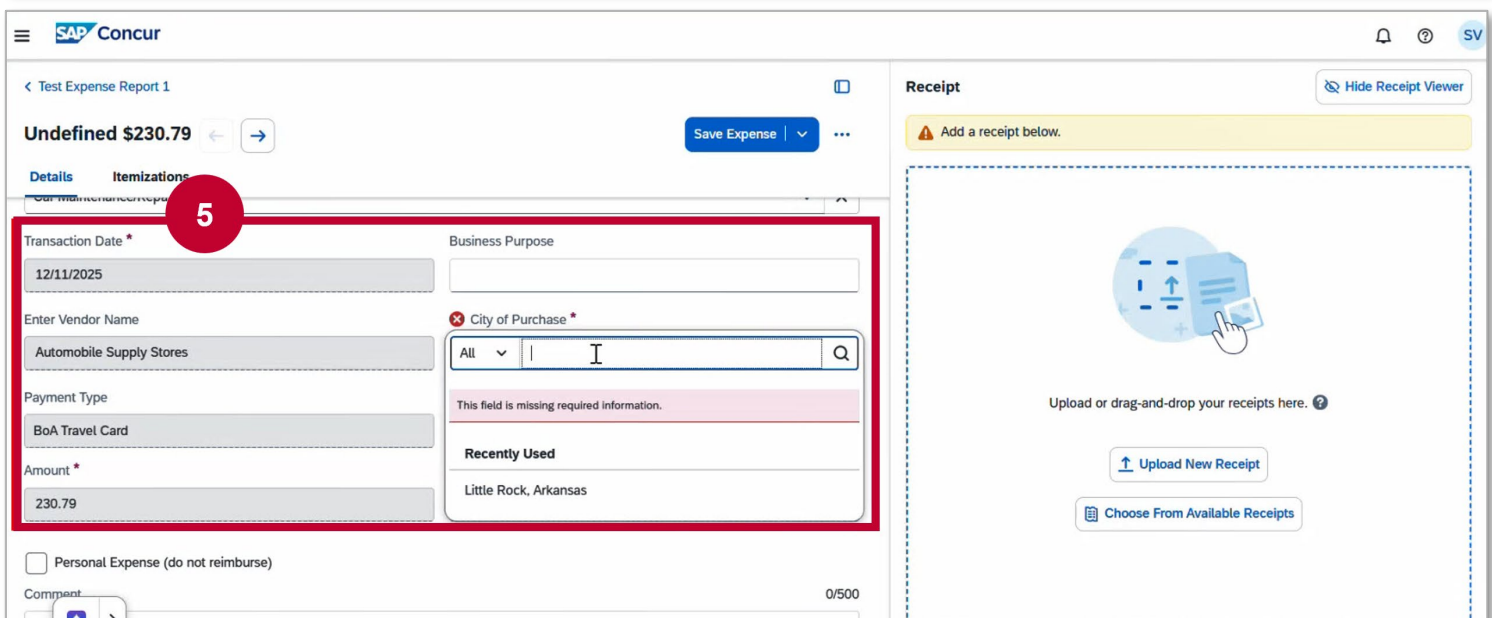
Add To Report Cancel

Concur Credit Card Transactions (3 of 5)

Travel Card Transactions in Concur

3. Once added to the report, click the **Expense** to open.
4. Select the **Expense Type** from the drop-down list.
5. Ensure all required fields marked with a red asterisk are complete.
6. Select the **Itemization** tab to itemize the expense as required. For more information, refer to the **Concur Itemizing Expenses QRG**.

If allocation is required, reference the **Concur Allocating Expenses QRG**.

Concur Credit Card Transactions (4 of 5)

Travel Card Transactions in Concur

7. Attach the receipt.

The receipt can be attached either within the expense type (7a) or by clicking the **Upload** icon on expense line in the expense report (7b).

8. Select the receipt from your available receipts or upload a new one.

SAP Concur

< Test Expense Report 1

Car Maintenance/Repairs \$230.79 Save Expense

Corporate Card

Details Itemizations

Amount \$230.79 Itemized \$230.79 Remaining \$0.00

Itemizations (2)

- ☐ Car Maintenance/Repairs 12/11/2025 \$100.00
- ☐ Miscellaneous 12/11/2025 \$130.79

Itemization created

Receipt

Add a receipt below.

Upload or drag-and-drop your receipts here.

7a

Upload New Receipt

Choose From Available Receipts

SAP Concur

< Expense Reports

Test Expense Report 1 \$722.53 View Alerts Submit Report

Not Submitted Report number: 1BDY7B

Report Details Print/Share Manage Receipts

Expenses (2)

	Alerts	Date	Comment	Attach Receipt	Attributes	Expense Type	Vendor Details	Payment Type	Requested	Actions
☐	⚠	12/11/2025				Car Maintenance/Repairs	Automobile Supply Stores Little Rock, Arkansas	BoA Travel Card	\$230.79	...
☐	✖	12/01/2025				Undefined	Plastering Contractors	BoA Travel Card	\$491.74	...

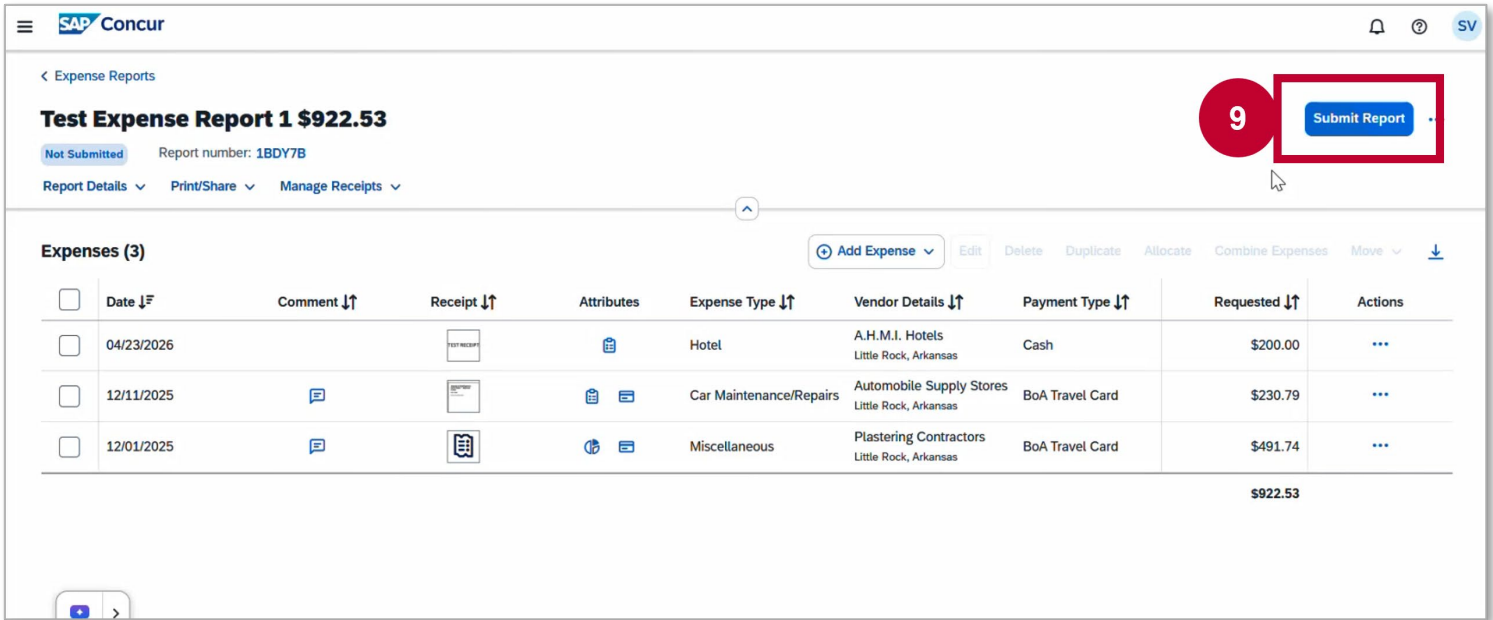
\$722.53

Concur Credit Card Transactions (5 of 5)

Travel Card Transactions in Concur

- After expensing and itemizing the report, click Submit Report to send the expense report to your manager to begin the approval workflow.

Note: All expenses, including Travel Card, cash and/or manually entered expenses related to the trip must be included on the expense report before being submitted for approval.



The screenshot shows the SAP Concur interface for an expense report. At the top, it says "Expense Reports" and "Test Expense Report 1 \$922.53". Below this, it indicates "Not Submitted" and "Report number: 1BDY7B". There are links for "Report Details", "Print/Share", and "Manage Receipts". A red circle with the number 9 and a red box around the "Submit Report" button highlight the action to be taken. Below the header, there is a table of expenses with columns: Date, Comment, Receipt, Attributes, Expense Type, Vendor Details, Payment Type, Requested, and Actions. The table lists three expenses: a hotel stay, car maintenance, and miscellaneous expenses, all totaling \$922.53.

Expense Type	Vendor Details	Payment Type	Requested
Hotel	A.H.M.I. Hotels Little Rock, Arkansas	Cash	\$200.00
Car Maintenance/Repairs	Automobile Supply Stores Little Rock, Arkansas	BoA Travel Card	\$230.79
Miscellaneous	Plastering Contractors Little Rock, Arkansas	BoA Travel Card	\$491.74
			\$922.53

Key Takeaways

Tips and Notes

- Review transactions promptly so items do not sit unassigned or incomplete.
- Match each transaction to the correct business purpose and supporting receipt.
- Check vendor names, amounts, and transaction dates carefully before submitting.
- Use search and filter options in Concur to quickly find specific card activity.
- Keep backup documentation organized so it is easy to attach when needed.
- If a transaction looks incorrect, follow your team's standard process for resolving it right away.
- Reconcile transactions regularly to avoid end-of-period backlog.

Outcome

You have successfully submitted a TCard transaction in an expense report in Concur.

Related Training

Use these resources if you need more detailed instruction:

- Concur Essentials: Travel Request & Expense (Desktop and Mobile) web-based (WBT)
- Itemizing Expenses in Concur QRG
- Allocating Expenses in Concur QRG

WBTs can be accessed via [My ARCareers](#) under the **My ARLearning** tile.

- [Click here](#) for a video demonstration on how to enroll in a WBT.
- Password reset requests for My ARCareers should be submitted to arcareers@arkansas.gov. You can also call the Help Desk at 501-682-1800.