

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
<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	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
		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
		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, r

Splitting into 2 expense types

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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. Items to be paid for in Concur Bottles (48010) will be allocated to this type.
New Expense Type Addition		Subscriptions (512601)	512601 - Subscriptions	Added expense type. Concur only.
New Expense Type Addition		Periodicals (512603)	512603 – Periodicals	Added expense type. Concur only.
New Expense Type Addition		Tablets (500802)	500802 – Tablets	Added expense type. Concur only.
New Expense Type Addition in Travel Reconciliation Policy		Student Functions (550300)	550300 – Student Functions	Added expense type. Reconciliation type will be reconciled in Concur.
New Expense Type Addition in Travel Reconciliation Policy and Procurement Card Policy only		Credit Card Fees (552607)	552607 – Credit Card Fees	Added expense type. In Concur.
New Expense Type Addition in Non-Employee Expenses Policy only		Application Fee Refund (325603)	325603 – Application Fees	Added expense type. Processed in Concur. Available in Concur 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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Concur ^[4]

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