

Subject: [ion] One Card User charges in Concur
From: Vickie Braga <vbraga@uoneuro.uoregon.edu>
Date: 6/29/2018 10:52 AM
To: ion@lists.uoregon.edu

Dear One Card Corporate Travel Card Users – **(please pass this to your One Card users)**

While One Card charges normally show in your Concur report within a day or two of the transaction, it can take up to 5-6 days depending on holidays and weekends. Remember that this card is billed to and paid for by the UO. Since these are not personally incurred expenses, you must wait to submit your Expense report until all One Card charges have come into your Concur profile so they can be attached to your expense report and the accounting processed correctly.

If you submit a report before the One Card charge arrives in Concur, you may be incorrectly reimbursed for the One Card expense and subsequently you will need to pay it back. **Please wait at least one week after the completion of your trip before submitting your Expense report** to be sure all One Card charges arrive in your profile. That allows time for the One Card transactions to flow from the vendor, to the bank and into your Concur profile correctly.

Thank you and safe travels!



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— Attached Message Part —

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