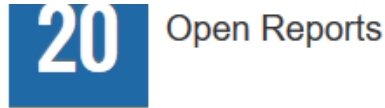


Submitting as a P-Card holder with a Delegate

- You will receive an e-mail when your document is ready to submit.
- On the main menu, Concur will put documents awaiting your submission in the Open Reports section:



10/18 **Statement Report 10/18 - 10/24**
\$1,516.97 Ready for Review

- Click on the report title and review the p-card transaction information.
- If any field is incorrect, you can change the information and click “Save” in the bottom right corner.
- You can see any comments your delegate entered by hovering your cursor over any of the blue circle comment icons:

Statement Report 10/18 - 10/24

+ New Expense + Quick Expenses Import Expenses Details ▾ Receipts ▾ Pi

Expenses Move ▾ Delete Copy View ▾ <<

| <input type="checkbox"/> | Date ▾ | Expense Type | Amount | Requested |
|--------------------------|------------|---|---------|-----------|
| <input type="checkbox"/> | 10/22/2019 | Supplies HILLTOP ACE HDWE, Jonesboro, | \$19.50 | \$19.50 |

Three blue circle icons (comment, edit, delete) are visible below the expense entry, with the comment icon circled in black.

- You can see the attached receipts by hovering the cursor over the blue circle checkmark icon:

Statement Report 10/18 - 10/24

+ New Expense + Quick Expenses Import Expenses Details ▾ Receipts ▾ Pi

Expenses Move ▾ Delete Copy View ▾ <<

| <input type="checkbox"/> | Date ▾ | Expense Type | Amount | Requested |
|--------------------------|------------|---|---------|-----------|
| <input type="checkbox"/> | 10/22/2019 | Supplies HILLTOP ACE HDWE, Jonesboro, | \$19.50 | \$19.50 |

Three blue circle icons (comment, edit, delete) are visible below the expense entry, with the comment icon circled in black.

- You can review any FOAP reallocations by hovering the cursor over the blue allocation icon:

Statement Report 10/18 - 10/24

Expenses <<

| <input type="checkbox"/> | Date ▾ | Expense Type | Amount | Requested |
|-------------------------------------|------------|---|---------|-----------|
| <input checked="" type="checkbox"/> | 10/22/2019 | Supplies HILLTOP ACE HDWE, Jonesboro, | \$19.50 | \$19.50 |

- Once you have reviewed the report and agree that it is correct, click the “Submit Report” button.
- You will receive the following message:

Final Review X

User Electronic Agreement

For travel by clicking on the 'Accept & Submit' button, you are certifying to [Travel User Agreement](#)

For P-Card Reconciliation by clicking on the 'Accept & Submit' button, you are certifying to [P-Card User Agreement](#)

- Click the “Accept & Submit” button if you agree with the user agreement.
- Click “Cancel” if you do not and make appropriate changes.
- Once you submit for approval, Concur will give you a snapshot of your Expense Report total.