

Due Monthly, within 30 days of charge

*Submit completed form and all receipts to MEexpense@colorado.edu

OR upload receipts to your Concur page and let us know you've done so by emailing MEexpense@colorado.edu.

*The finance team will set up your PCard report. Concur will notify you when its ready to submit.

*Do not submit your report before receiving the notification.

Cardholder Name

Faculty/PI Name: _____

For Official or Student Functions: Number of attendees: ____

For 1-10 attendees, list all names and their affiliations (faculty, staff, student, faculty recruit, etc).

For 10+ attendees, list the number of attendees by attendee type (i.e. 5 faculty, 6 staff, 3 students, 2 business guests.)

Date/ Vendor	Amount	Speedtype	Expense Type	Business Purpose/Justification	Itemized Receipt
	(Ensure no sales tax)		(Select from drop down menu)	Be specific about how this purchase benefits the University or sponsored project.	Attached
			Selectマ		
			Selectマ		
			Select ↓		
			Select ↓		
			Select ↓		
			Select⊐		

		Selectマ	
		Selectマ	
		Selectマ	
		Selectマ	
		Selectマ	
		Selectマ	
		Selectマ	
		Selectマ	
		Selectマ	
		Select ↓	
		Coloct⊐	
		Selectマ	
	1	Soloct7	
		Selectマ	
		Select고	