

Submitting Receipts: Pcard and Travel

Timing

- Submit Procurement Card (**Pcard**) receipts as soon as you **make a purchase**, or when you receive the transaction notification email from Concur. Do **NOT** create your own expense report in Concur – our FSC tech completes that step. See **Process** below, to submit receipts.
- Submit **Travel** receipts as soon as the **trip is complete**.
- **Pcard transaction** receipts must be submitted **within 30 days** to avoid a Pcard violation.
- At the very latest, receipts for **reimbursement** (travel or otherwise) must be submitted and approved in an expense report within 90 days (of trip or other purchase). Otherwise, the reimbursement will be considered taxable income.

Process:

- Submit **receipts** and **supporting documentation** via the Financial Services Center (FSC) **online forms** (choose Procurement Card, Travel, or non-travel reimbursement):
<https://www.colorado.edu/asfacultystaff/financial-services/financial-service-center-forms>.
Bookmark this link!
You must log in with your **identikey** to start the form. Our **FSC tech** is *Tracey Seward*.
- Upload/attach **electronic receipts** when completing the FSC online form. This is easier for the FSC to process than having the receipts separate in Concur.
- The FSC will notify the Pcardholder/traveler by email when an **expense report** is ready, requesting that you “certify and submit” the report. The timing will vary, depending on month-end deadlines, and could be just after or weeks after receipt submission.

Required Documentation/Information:

- ALL receipts (for any university purchase) must be **itemized** and must **show payment made and method** (e.g., “[amount] paid by VISA”). For Pcard payments at restaurants (guest speaker or faculty recruit visit), this usually involves two receipts.
- Provide a detailed **business purpose** for the expense and the specific **speedtype(s)** where the expense should be allocated. Including more detail will minimize follow-up questions.
 - For **BOOK purchases**, you must indicate the **title/topic of your book/research project** or the **specific class(es)** (for which you will use the book). Indicating “for research” or “teaching” is not sufficient for CU accounting.
 - With **TRAVEL** receipts, indicate the **name of the conference** (or other business purpose) and list your specific **participation**, if you presented, etc.
 - For **RESTAURANT/Food purchases** on the Pcard (generally taking a guest speaker or faculty recruit to dinner in Boulder/Denver), indicate the **names/affiliations of all attendees**.

See the **Purchasing / Pcard: Quick Reference** guide for general reminders and tips for making university purchases.