



Identifying Concur Expense Transactions

In the Concur Travel System, only Personal Delegates, Employees, and Approvers can view details of travel. If you are not one of these individuals you can view some details of Concur Expense transactions in ConnectCarolina. The tables display details of Concur transactions that are viewable as Journal Entries and in Bill Presentation (BP).

Important: Users should be familiar with BP and InfoPorte to effectively utilize this quick reference card (QRC).

Concur Expense Journal Entries

Description	Data
Journal Date	Date
Journal Source	<ul style="list-style-type: none"> TVA (Travel Airfare Direct Bill Transactions) TVE (Travel Expense Charged to T&E Card by Employee) TVO (Travel Out-of-Pocket Expenses Incurred by Employee)
Journal Description	Report Name (first 15 characters) Supplier Description or Supplier Name or Expense Description (first 14 characters) (Example: Oracle Conferen National Car R)
Journal Line Reference	Report Key (Report Number) + Report/Trip End Date (Example 454 0523)
Journal Amount	Amount

Concur Expense Bill Presentation

Data in Bill Presentation	Details	Sample Data
Journal Source/Billing Area	TVO, TVA, TVE	TVO
Bill Date	Date that the transaction was loaded to CBM (MMDDYYYY)	11032021
Invoice Number/Journal Line Reference	Report Key (Report Number) + Report/Trip End Date	454 5023
Transaction Date	Date that the expense was incurred	3012020
PID/ONYEN	PID of the Employee	777777777
BP Description 1	Report ID + Report Name	E174453A916F4AAB9ED4 NCCI Conference
BP Description 2	Expense Type + Supplier Description, or Supplier Name, or Expense Description	Ground Transportation
BP Description 3	Trip Purpose	Conference
BP Description 4	City, State, or Travel Origin or Trip From Location - Trip to Location	Charlotte-US-NC