

CONCUR & ONECARD: NON-TRAVEL

Allowable Expenses	Expense Type
Supplies	Materials (510010), Office Supplies (510030)
Computer Peripherals	Computer Supplies (510015)
Printing/Copies	Printing/Photocopying (513000)
Journal Submissions/Publishing	Article Publication Fee (513060)
Books, newspaper subscriptions	Books/Periodicals (513200)
Professional Dues/Memberships	Professional Subscriptions/Dues (513940)
Gifts*	Unallowable Gifts (516060)
SaaS/PaaS/IaaS**	Software License (516200)
Study Subject Payments	Study Subject Payments (535200)

*Gifts must be in compliance with the University's [gift policy](#).

**Any contracted software must be reviewed by Questrom ITS and Sourcing and should not be charged to a card.

Unallowable Expenses	Correct Payment Method
Services & Labor	Guided Buying, Disbursement, Payroll
Promotional Items	Questrom MarCom, Guided Buying
Gift Cards	Guided Buying
Hardware & Equipment	Rick Seaholm, seaholm@bu.edu
Donations	Never Allowable

DEADLINES

Card Transactions:

- **30 days from transaction date** - transactions must be assigned to an expense report
- **120 days from transaction date** - transactions not assigned to a report are considered taxable income to the employee

Expense Report Deadlines:

- **30 days from trip end date** - report must be submitted
- **120 days from trip end date** - card expenses are considered taxable income

BEST PRACTICES

You should only have non-travel expenses if your OneCard has "Purchasing" permissions.

If you previously had both a PCard and a Travel Card, you will automatically have Purchasing permissions.

Confirm the account to charge is correct. Concur reports automatically charge your default cost center.

Make sure all transactions have receipts. Meals must have both the credit card receipt, the itemized receipt, and an attendance list.

If you're unsure whether something can be charged to your OneCard, message qstfin@bu.edu **before** making a purchase.

If your card is declined, call the number on the back of the card, ask for a reason code, and then message qstfin@bu.edu.

We can only use a OneCard for unallowable expenses with **prior** approval from Sourcing and for **legitimate business needs**.

↳ "It's easier to use a card" and "I need it now" are **not** legitimate business needs.

RESOURCES

✉ [Questrom Finance & Administration](#)

🌐 [BU Travel Services](#)

🌐 [Travel Card Policy](#)

🌐 [Questrom Admin Toolkit](#)

🌐 [OneCard Guides](#)