

CONCUR & TRAVEL CARDS

Allowable Expenses	Expense Type
Travel (car rentals, trains, economy* airfare, rideshares, etc.)	Multiple/Various (513500, 513700)
Accommodations	Accommodations (513500, 513700)
Meetings and Meals in MA	Meetings (513910, 513920)
Business Meals During Travel	Business Meals (513500, 513700)
Individual Meals During Travel	Individual Meals (513500, 513700)
Conference Registrations	Conference Registrations (513900)
Publication Fees**	Article Publication Fee (513600)

*business class airfare only allowed with prior Provost approval

**conference-related fees only (non-conference related publication fees should charge a PCard)

Unallowable/Non-Reimbursable	Correct Payment Method
Amazon Orders	Amazon Business
Services & Labor	Guided Buying, Disbursement, Payroll
SaaS/PaaS/IaaS	PCard, Guided Buying, Questrom ITS
Supplies & Materials	PCard, Guided Buying
Promotional Items	Guided Buying
Gift Cards	Guided Buying
Hardware & Equipment	Contact Questrom ITS
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

The report title must be descriptive:

- ✗ “Spring Expenses”
- ✓ “Spring 20XX UG Open House”

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.

Using your Travel Card is **mandatory** if you have one.

If you’re unsure whether something is reimbursable or can be charged to a Travel Card, 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 Travel Card or pay out of pocket for unallowable expenses with **prior** approval from Sourcing and for **legitimate business needs**.

↳ “It’s easier to use a Travel Card” and “I need it now” are **not** legitimate business needs.

RESOURCES

- ✉ [Questrom Finance & Administration](#)
- 🌐 [BU Travel Services](#)
- 🌐 [Travel Card Policy](#)
- 🌐 [Travel and Business Expense Policy](#)
- 🌐 [Questrom Admin Toolkit](#)
- 🌐 [Card Application + Step-by-Step Guides](#)