How to add US Bank Card Charges to an Expense Report

This Quick Reference Guide demonstrates how to add credit card transactions from Boston University's corporate paid and billed business and travel expense credit card (US Bank Visa) to your Concur Expense Report.

Your US Bank credit card transactions are highlighted on your Concur homepage in the Available Expenses section:

Credit card transactions also appear in under the Expense tab:

*Note: hovering over the blue credit card transaction symbol with give you additional information regarding the charge
Once you have created your Expense Report [Please see the “How To Start An Expense Report” document if you are having issues with this step] you will move your card transactions into the report one of two ways:


This will bring up all unassigned US Bank card activity

3. Select the expenses under the Available Expenses that you would like to use in your report

4. Select the Move drop down box, and click To Current Report
The selected Charges will now appear on the left side, under the report you are working on.