Adding University Ghost Card Transactions to an Expense Report
What are Ghost Card Transactions

• The University Ghost Card is a credit card that pays for airfare that has been booked in Concur and is also used to hold hotel and rental car reservations. Like P-cards and Travel Cards, Ghost Card Transactions will show in Concur as a credit card icon. Ghost Card Transactions will have a green credit card icon.

• Card Transactions will appear in the Concur profile, 1-3 business days after the transaction has taken place.

• All bookings in Concur will generate a booking fee transaction, usually $5. You can review the booking fees @ https://finance.untsystem.edu/corporate-travel-planners-ctp. The booking fee comes over as ‘airline fees’ expense type, even if it is a rental car or hotel reservation only. You can use the comments field on this Expense in the Expense Report to designate what the booking fee is associated with.

• Attach Ghost Card Transactions to the Expense Report for the associated trip
Finding Ghost Card Transactions
1. Select Expense at the top in the black bar
2. Select Manage Expenses at the top in the white bar
3. See the green credit card icon along with an electronic receipt and the airfare itinerary (note, users must activate eReceipts in their profile settings in order to receive eReceipts for bookings. CLICK HERE to learn how to activate eReceipts.)
Attach Ghost Card Transactions to the Expense Report for the associated trip

1. Select Expense at the top in the black bar
2. Select the boxes to the left of the card transaction that you want to attach

2. Select the blue button “Move” and then select the desired Expense Report to move the transactions to.
The transactions are now attached to the Expense Report for the associated trip. Notice that the payment type is “CITI-UNIV-CARD”. This amount will be charged to the department string allocated on the header or individual line after the report is approved. The employee will not be reimbursed this expense.