




# 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



SAP Concur Requests **Expense** Locate

Manage Expenses View Transactions **1.**

## 2. Manage Expenses

ACTIVE REPORTS Report Library →

**NOT SUBMITTED**

**My Upcoming Conference Travel**  
06/14/2021

\$0.00

Add Ghost Card Transactions Here!

**NOT SUBMITTED**

**June Expenses (06/01/2021)**  
06/04/2021

\$598.56

Exceptions

**NOT SUBMITTED**

**Pcard Report for 06/04 - 07/03**  
06/04/2021

\$51.52

Exceptions

**SUBMITTED** 06/09/2021

**Pcard Report for 05/04 - 06/03**

\$2,124.79

Exceptions  
Submitted & Pending Approval

All incoming expenses will be placed on an unsubmitted report. Stop this process.

### AVAILABLE EXPENSES

All Corporate and Personal Cards

Card Program Type	Expense Detail	Expense Type	Source	De
<input checked="" type="checkbox"/>	Delta Air Lines DENVER, CO	Airfare		06/04/2021
<input checked="" type="checkbox"/>	American Airlines DENVER, CO	Airfare		06/04/2021 \$95.04

**3.**

- To New Report
- My Upcoming Conference Travel
- June Expenses (06/01/2021)
- Pcard Report for 06/04 - 07/03

## 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.)*



SAP Concur Requests Expense Locate

Manage Expenses View Transactions

## Manage Expenses

ACTIVE REPORTS Report Library →

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[Add Ghost Card Transactions Here!](#)

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## AVAILABLE EXPENSES

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<input checked="" type="checkbox"/>	Card Program Type	Expense Detail	Expense Type	Source	
<input checked="" type="checkbox"/>	← 1.	Delta Air Lines DENVER, CO	Airfare		06/04/2021
<input checked="" type="checkbox"/>		American Airlines DENVER, CO	Airfare		06/04/2021 \$95.04

**2.** **Move**

## Attach Ghost Card Transactions to the Expense Report for the associated trip

1. Select Expense at the top in the black bar
1. 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.



SAP Concur Requests Expense Locate Support | Help

Manage Expenses View Transactions

## My Upcoming Conference Travel

Delete Report Submit Report

+ New Expense Import Expenses Details Receipts Print

Expenses	Date	Expense Type	Amount	Requested
<input checked="" type="checkbox"/>	06/04/2021	Airfare Delta, Atlanta, Georgia	\$228.40	\$228.40
<input type="checkbox"/>	06/04/2021	Airfare Delta, Dallas, Texas	\$95.04	\$95.04

TOTAL AMOUNT **\$323.44** TOTAL REQUESTED **\$323.44**

Expense E-Receipt Available Receipts

Expense Type: Airfare Transaction Date: 06/04/2021 Report/Trip Purpose: Conference Attendee

Business Purpose: Departure for Conference Ticket Number: 0067625580479 Vendor: Delta Air Lines

Enter Vendor Name: Delta Destination City: Atlanta, Georgia Payment Type: \*CITI-UNIV-CARD

Amount: 228.40 USD Comment: Request: 06/21/2021, \$323.44 - Trip fro

Save Itemize Allocate Attach Receipt Cancel

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.