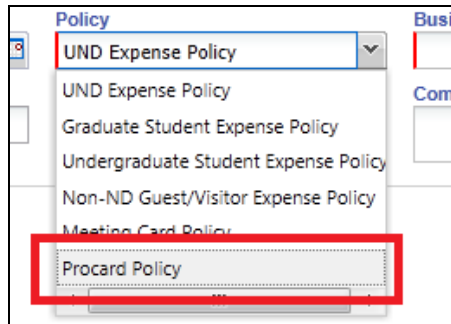


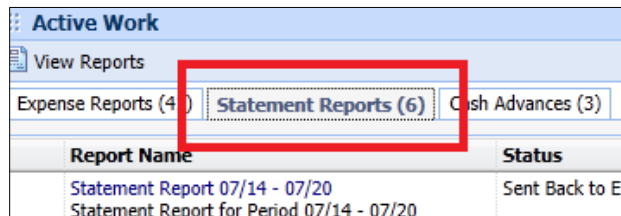
Procards in Concur – travelND Expense

On August 26th, 2013, Procard user transactions will begin to appear in travelND statement reports. Due to configuration changes that need to take place prior to the August 26th, users may notice the system changes listed below. Follow up with the **Procard Help Desk** if you have additional questions or comments related to the project.

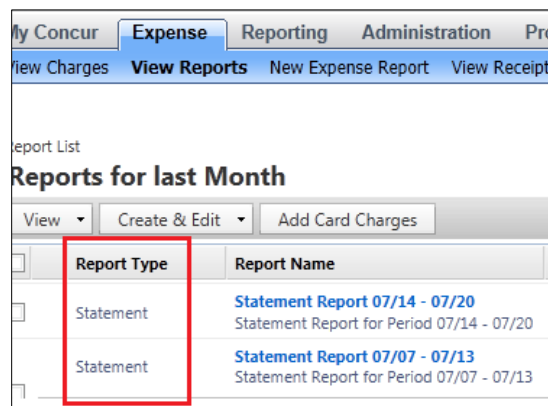
1. When creating a new expense report, 'Procard Policy' is now included as a policy option.
 - a. Procard statement reports automatically create when transactions flow into the system. Users are not allowed to manually create expense entries for Procard statement reports. All statement report line item entries must be originated from an imported Procard transaction.



2. When a statement reports is created, it will be visible from two locations.
 - a. My Concur tab → Active Work section → Statement Reports tab



- b. Expense tab → View Reports section



Procard Help Desk
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