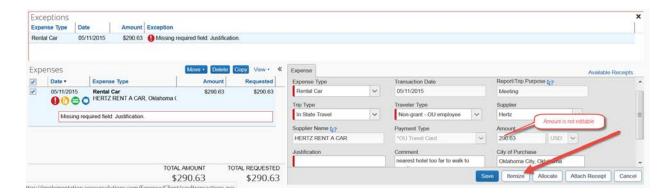# How do I reduce an expense for something paid on my travel card?

You may have an expense report returned to you by Financial Services because the amount of the expense exceeds the allowable amount. Examples of this are:
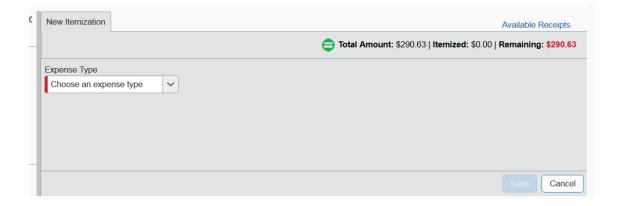
1. Airfare not purchased through Concur/FCm or another contracted agency that exceeds the comparable airfare quote provided.
2. Tips to taxi drivers in excess of the 15% allowable by state guidelines.

If these expenses were paid by you directly, either in cash or by personal credit card, you can just reduce the amount you are claiming on the expense type. However, if you paid for these expenses on the travel card, you cannot simply reduce the charge because the University has already paid for the charge.
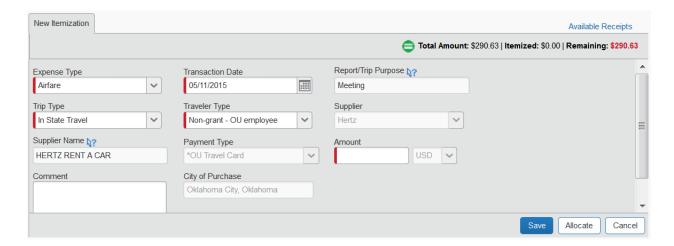
To make the adjustment to claim the lower amount, click on the expense you need to reduce. Note that you cannot change the amount.
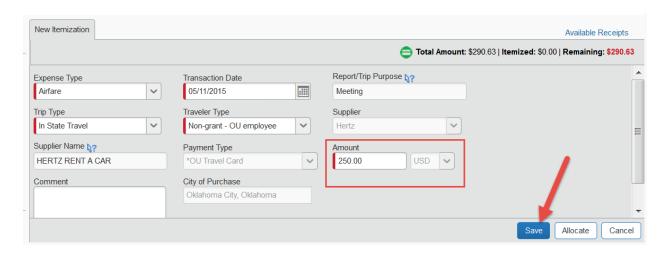

Click on the Itemize button. The following box will appear:

Click the expense type of the allowable expense. For this example, we will assume it is for airfare. The following box will appear:
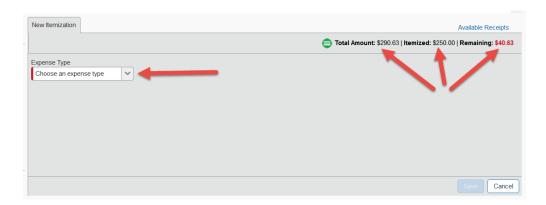

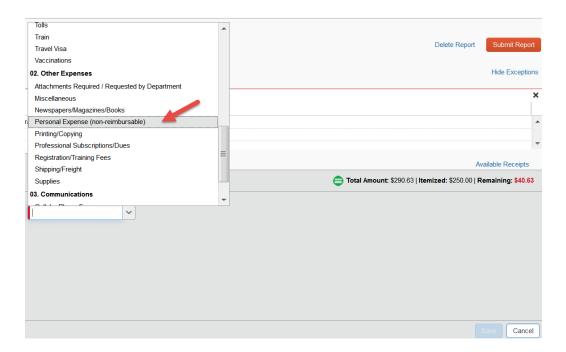Enter the allowable amount of the transaction. For this example, we will assume the comparable airfare quote was $250.
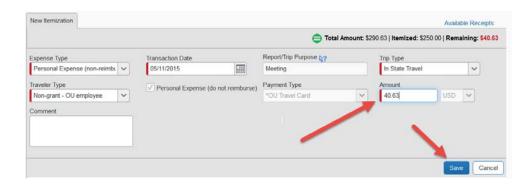

Click Save.

The following screen will appear. Note that it shows that the total amount of the charge was $290.63, that $250 has been itemized (as airfare) and that the remaining amount of the charge is $40.63.

Choose the expense type "Personal Expense (non-reimbursable)" from the dropdown list.

Enter the amount that is not allowable ($40.63 in this example), and click Save.

The system knows when the itemizations total the charge amount. You will be taken back to this screen. Notice that the Amount column for the Personal Expense is $40.63, but the Amount Requested is now zero. This means that the personal amount of $40.63 will be deducted from any amounts that were otherwise due to you for expenses you paid personally.