

When can I prepare the expense report for guest travel booked using my travel card?

You may prepare and submit the expense report for the guest airfare as soon as the travel charge is available in Concur. You will need to enter the travel begin and travel end dates equal to the day prior to the day you are creating the expense report; the travel dates entered for guests do NOT have to correspond to the actual travel dates. This will allow you to submit and clear the travel card charges immediately. **This process should be used ONLY for guest bookings of airfare.**