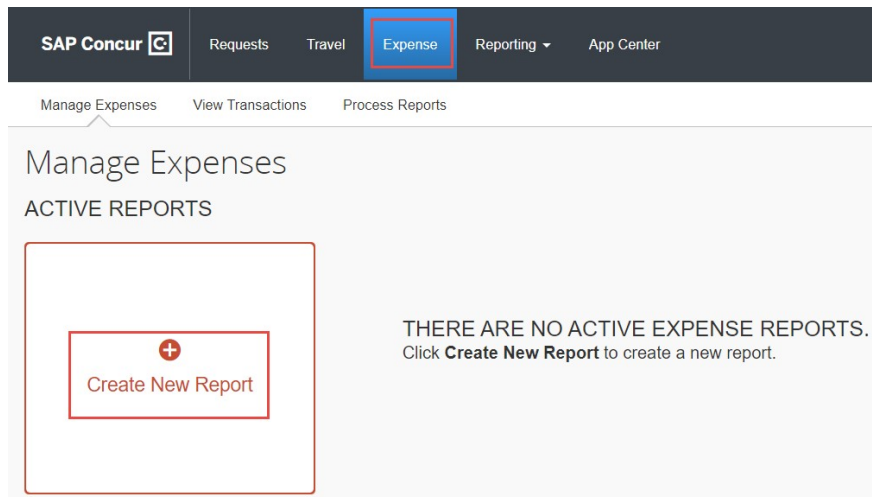


## Unintended Transaction Expense report

If you accidentally use the university card for a personal transaction or a charge reversal was completed, but the credit card transactions are still showing under **Available Expense** area; then you will need to create an Expense report to clear the transactions from Concur.

### Creating an Unintended Transaction Expense report:

Click on **Expense** tab, click on **Create New Report**.

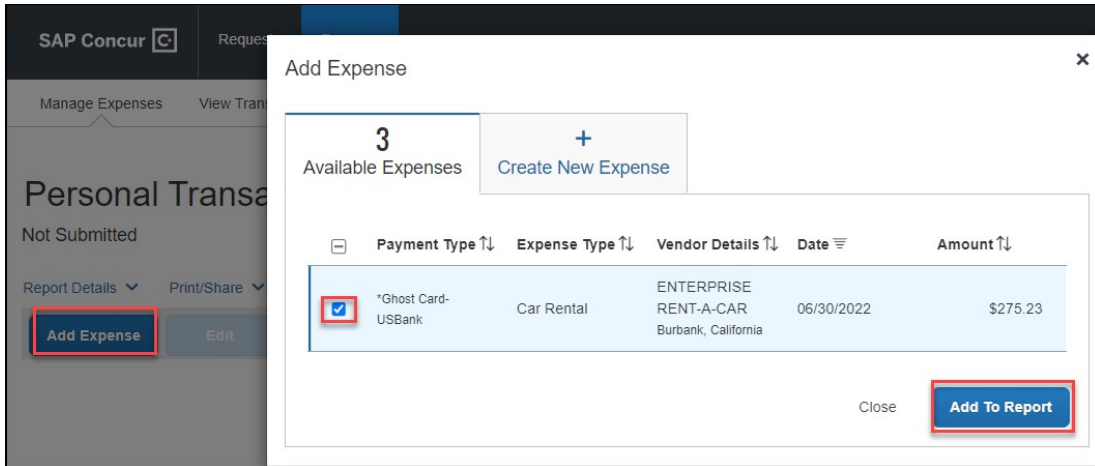


Fill in all required fields. For **Traveler Type** and **Trip Purpose**, enter **Unintended Transaction**. Enter in the Business Unit, Fund, Department as follows: **SACST, MDS01**, your **Dept ID #**. Click **Create Report**. \*No request is required to be linked for this report to be submitted.

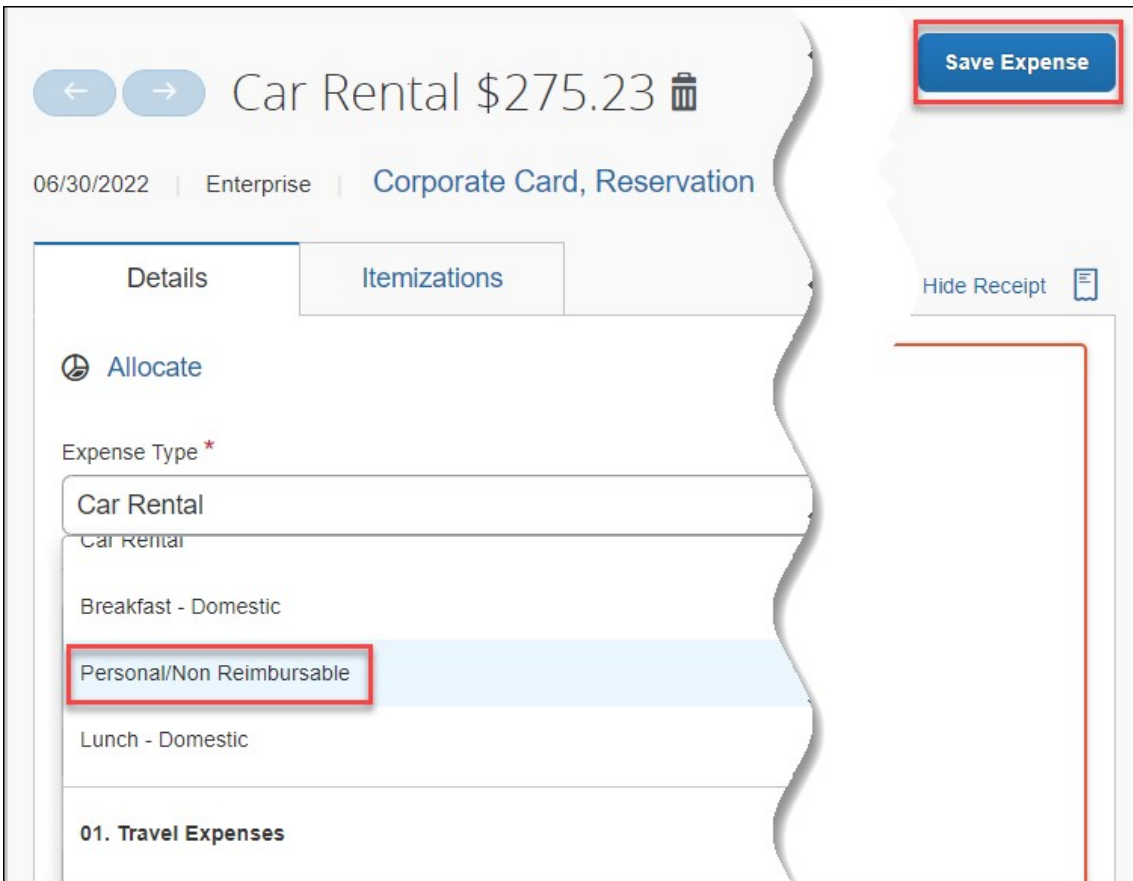
Policy *	Report/Trip Name *	Trip Type *
*CSU-Expense Policy	Personal Transaction	1-In-State
Travel Start Date *	Travel End Date *	Traveler Type *
05/10/2022	05/10/2022	Unintended Transaction
Trip Purpose *	Personal Dates of Travel-If none enter NA *	Are you travelling to a banned state? *
Unintended Transaction	na	No
Are you traveling with students? *	Business Unit *	Fund *
NA	(SACST) SACST - Cal State Uni...	(MDS01) MDS01 - General Oper...
Department *	Program	Class
Enter your Dept ID #	Search by Text	Search by Text
Project		
Search by Text		

Cancel **Create Report**


Click **Add Expenses**. Select credit card transactions. Click **Add to Report**.



Update **Expense Type** to **Personal/Non Reimbursable**. Click **Save**. Complete this for all transactions.



Total Requested on report should be \$0.00. Click **Submit Report** when finished.

**Personal Transactions \$0.00** 

Not Submitted

Report Details  Print/Share  Manage Receipts  Travel Allowance

**Add Expense** Edit Delete Copy Allocate

<input type="checkbox"/>	Receipt <input type="checkbox"/>	Payment Type <input type="checkbox"/>	Expense Type <input type="checkbox"/>	Amount <input type="checkbox"/>	Requested <input type="checkbox"/>
<input type="checkbox"/>		*Ghost Card-USBank	Personal/Non Reimbursable Reservation	\$275.23	\$0.00
				<b>\$275.23</b>	<b>\$0.00</b>

If you owe money to the University it will show in the Report Totals after you submit the report.

Report Totals

Company Pays \$0.00 Employee	\$275.23 Card (*Ghost Card-USBank)	Employee Pays \$275.23 Company
Amount Total: \$275.23	Due Employee: \$0.00	Owed Company: \$275.23
Less Personal Amount: \$275.23	Amount Due (*Ghost Card-USBank): \$275.23	
<b>Requested Amount: \$0.00</b>	<b>Total Paid By Company: \$275.23</b>	<b>Total Owed By Employee: \$275.23</b>

The report will need to be approved and processed in AP before you can pay back the University. You will receive an email notification once AP processes the report with instructions on how to payback the university.