

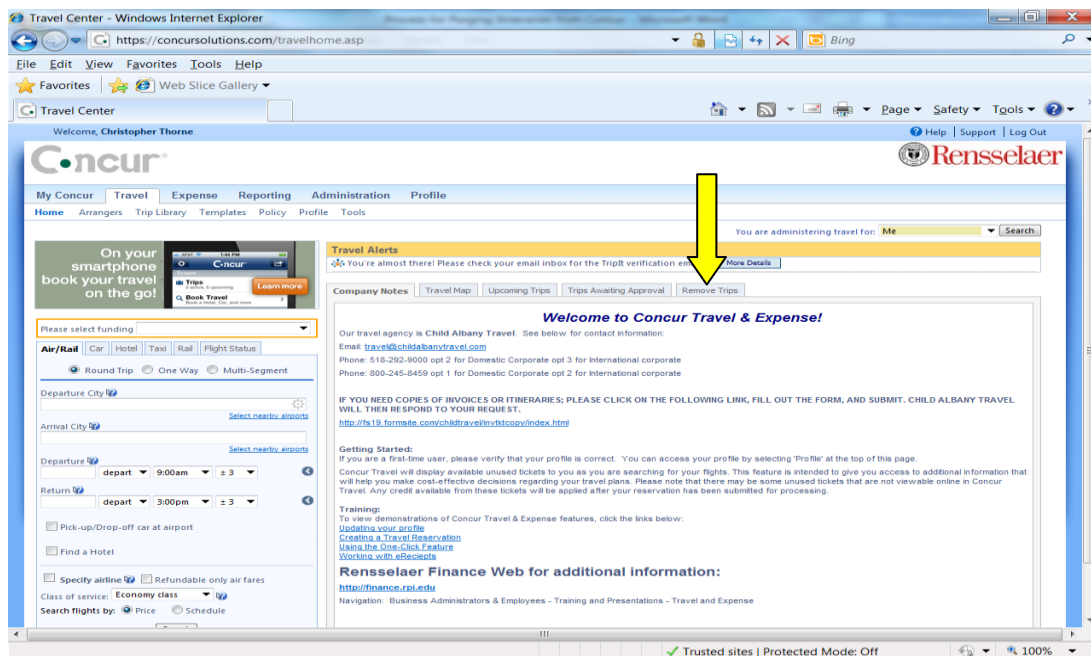
Purging Itineraries/e-Receipts from Concur

Under normal conditions a corporate credit card charge will feed into a traveler's Concur account and match up with an itinerary and/or e-receipt that has been pre-populated in their Smart Expenses. For varying reasons situations will occur where a traveler will have an itinerary and/or e-receipt in their Smart Expenses but the corporate card was not charged or the card charged is assigned to another Rensselaer employee. The steps below outline the process to purge the superfluous itineraries and e-receipts from each traveler's Concur account.

To Purge Itineraries

Step One: In Concur, click on the Travel tab.

Step Two: There will be a series of tabs in the middle of the page; the last one is Remove Trips. Click on that tab and you will see your list of trips.



Step Three: Check the box next to the trip you've already expensed and then click "Remove". You will be asked if you want to mark the report as expensed; you do. This will remove any extraneous itineraries associated with the trip that are still sitting in your Smart Expenses.

Notes: (1.) This process will also remove any trips from a traveler's Trip List that the system views as un-expensed because the already completed expense report was not created through the Trip List on the My Concur page. (2.) If this process does not work, please contact the Travel Compliance Specialist (Christopher Thorne, thorn3@rpi.edu).

To Purge e-Receipts

To remove e-receipts you can simply go into your smart expenses, select the e-receipt and click the Delete button.