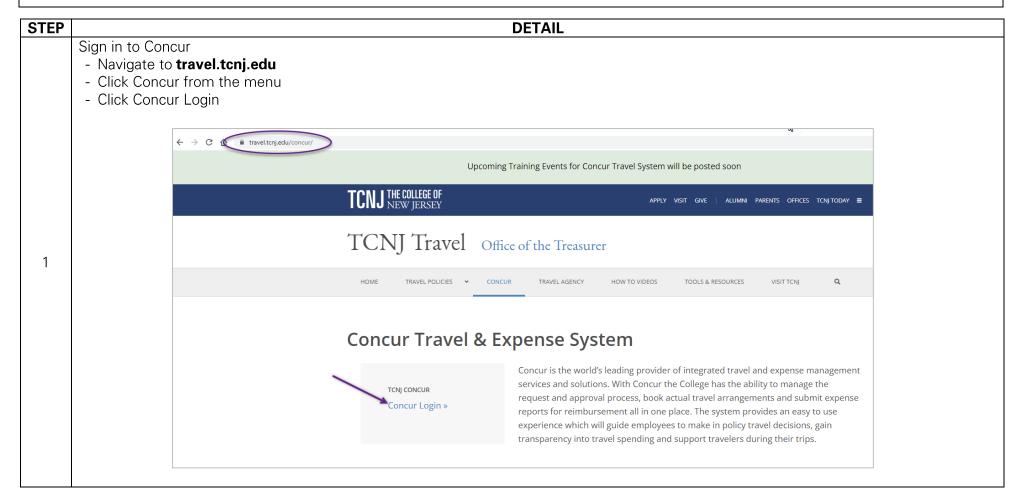| Process Name: Travel Card-Personal Charge |
|---|

STEP	DETAIL

1	Sign in to Concur
	  - Navigate to **travel.tcnj.edu**
	  - Click Concur from the menu
	  - Click Concur Login

2	Enter your TCNJ login information
3	**Import Transaction** to expense report

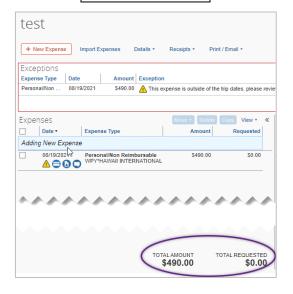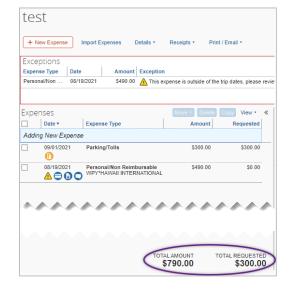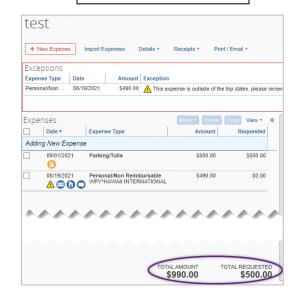| 4 | Choose **Personal/Nonreimburseable** from the Expense Type dropdown
Enter a Comment
Click Save

 |

The transaction amount will reflect as **$0** in Total Requested.

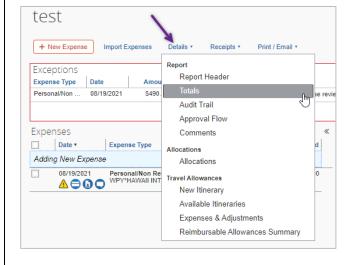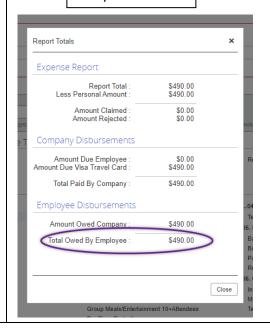| Personal is the only transaction	Personal is more than other transactions	Personal is less than other transactions

TOTAL AMOUNT $490.00   TOTAL REQUESTED $0.00

TOTAL AMOUNT $790.00   TOTAL REQUESTED $300.00

TOTAL AMOUNT $990.00   TOTAL REQUESTED $500.00

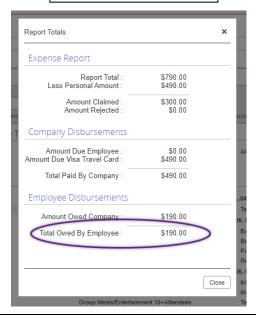|	
5	**Checking Amount Owed** Choose Totals under the Details link
	Personal is the only transaction

Personal is more than other transactions

Personal is less than other transactions
 |

6	Click orange **Submit** button. If Traveler owes TCNJ money, it will be automatically withdrawn from Paycheck.