P-Card Roles and Responsibilities for Concur Users

To ensure compliance and separation of duties in the P-Card process, the following roles were created:

• Cardholder
• Expense Approver
• Delegate (optional)

These roles apply to faculty and staff who have one or more P-Card roles and who are using the Concur Travel and Expense Management System.

Cardholder – Key Responsibilities
The P-Card holder is responsible for the proper use of the card and recording of the charges in Concur. S/he must abide by all University procurement policies and procedures when using the P-Card.

The P-Card remains the property of the P-Card financial institution. It may not be transferred to, assigned to, or used by anyone other than the Cardholder.

The P-Card financial institution or the University may suspend or cancel cardholder privileges at any time for any reason.

Expense Approver – Key Responsibilities
The expense approver is the critical role in the P-Card process—the “check” to identify potential or actual misuse of the card. The unit determines who among its staff will serve as P-Card approver. The expense approver and the cardholder are equally responsible and accountable for the transactions.

The expense approver:

• should be in a higher level position of authority than the cardholder
• must be able to determine the business appropriateness of the transactions
• reviews the transactions on your expense report and all supporting documentation to ensure compliance
• approves the expense report in the Concur Travel and Expense Management System, thereby attesting that s/he has thoroughly reviewed each transaction and has verified that all transactions are business-appropriate and allowable expenses.

Delegate (optional) – Key Responsibilities
University policy encourages faculty and staff using the Concur system to prepare and submit their own expense reports. Concur provides the ability for a designated assistant, or “delegate”, to create an expense report on behalf of another employee. The employee who incurred the expense, however, must personally submit the expense for “routing” to the appropriate expense approver by logging into Concur and submitting the expense.

The delegate can create expense reports, view/attach receipts, and/or book travel on behalf of another employee(s).