Please use the following corrective steps if one of your PCard holders submits PHI in Concur, the university’s travel and expense system:

- If PHI has been uploaded to Concur, the employee must delete the receipts in Concur, redact the information, and re-attach receipts
- If PHI is included in the business purpose or department reference fields, these fields must be updated by the employee in the expense report before it is resubmitted
- If PHI is included in any comment field on the expense report, the employee must delete the report and create a new report (comments cannot be removed or updated)