T&E Card transaction dates in Concur may differ from when the Traveler’s T&E Card was used (swiped) to make a purchase. The transaction date in Concur is based on the date the bank receives the charge from the vendor, which may differ from the date of purchase if the expense is reported to the bank at a later date (for ex., the following day).

Meals receive a red flag when the meal date differs from the transaction date; this is due to the meal being calculated against a meal cap for a different day. A workaround has been identified to correct the meal cap calculation error. Meals consumed on a different day than the T&E Card transaction date should be itemized to add/change the meal date (see attached guidance).

1) Select the meal expense that needs to be adjusted

2) Select the Itemization tab and select Create Itemization
3) Select the appropriate Expense Type and fill in the following information for the itemization
   a) Add the Transaction Date the meal was taken
   b) Add the expense Amount
   c) Add a comment in the Business Purpose/Additional Information text field
   d) Select Save Itemization
**CONCUR TRAVEL AND EXPENSE**

**T&E Card Transaction Date Discrepancy**

---

**New Itemization**

- **Allocate**

- **Expense Type**: Meals & Incidentals - Domestic

- **Transaction Date**: 10/17/2022

- **Purpose**: Fieldwork

- **Trip Type**: In-State

- **Traveler Type**: Employee

- **Enter Vendor Name**: Test

- **City of Purchase**: Riverside, California

- **Amount**: 20.00

- **Currency**: US, Dollar

- **Reference Number**: 

- **Business Purpose/Additional Information**: Meal consumed 10/17/22

---

**Save Itemization**  |  **Cancel**

---

4) Meal will show as itemized and the drop-down will show the date added as well as comments made.