

One Card Process Outline

1. Cardholder makes an authorized business-related purchase by charging it on their US Bank MasterCard.
2. The transaction posts in the US Bank system.
3. The bank pays the merchant when merchant submits the transaction.
4. The payment cards team pays US Bank for all card activity.
5. Within two days of the transaction posting at US Bank it feeds into Concur into the cardholder's profile.
6. Cardholder reviews their transactions daily/weekly in Concur to ensure all transactions in Concur are valid and appropriate.
7. Cardholder photographs or scans the receipt along with any additional supporting documentation and uploads it into their Concur profile receipt store.
8. Cardholder or their assigned delegate creates an expense report in Concur. This includes completing all applicable fields within the report, allocating to the correct cost center(s), itemizing as needed, adding any attendees, providing a complete business purpose/comments and attaching all receipts and required supporting documentation.
9. Once the report is completed and reviewed for accuracy it is submitted to the Expense Report Approver (ERA) by the cardholder. Only the cardholder themselves has the ability to submit an expense report.
10. The ERA reviews the expense report and has three options – **return** the report to the cardholder for revisions, **approve and forward** the report to another Vanderbilt employee for additional review/approval, or **approve** the request for processing.