Virtual Conference Fees can be paid with your Concur Travel Card when paying ONLY for your conference fees. If you are paying for multiple conference fees (paying on behalf of others), use the Cal Poly Procard to pay and submit your receipts with the monthly Procard statement.

If you are paying only for yourself and have a Concur Travel Card, use the Concur card to pay the fees. A travel Request (or 1A) is NOT required as there is no actual travel occurring.

The Concur Travel Card transaction will post to your Concur Expenses page as an Available Expense, usually within 3-7 days. Follow the steps below to assign the credit card transaction to the correct Expense Type and SUBMIT the Expense Report.

1. Use your Concur Travel Card to pay your individual virtual conference fee
2. Credit card transaction will post to your Concur Expense page as “Available Expense”
3. Start new Expense Report (Request is not required). Complete all fields and Hit NEXT

A Warning will come up when hit Next. Hit Next again and it will go through

**Note**: Out of State or International Trip Type must have a Concur Request. Use Trip Type In-State for all virtual conferences.
2. Add new Expense Registration Fees, or add from **Import Expenses** if paid with Concur Travel Card.

4. Move to Current Report

5. Expense will be added to report. There may be warnings to add City of Purchase or Expense Type. Update any required fields
   a. Attach receipt for charges over $40, then Save.
6. Hit **Submit Report**. The report will be submitted for budget and manager approvals. President approvals not required on Expense Reports or for virtual conferences.