

Event Process: Overview

Event Planning & Request

- Identify business need for meeting/entertainment event
- Apply for a T&E Card via Concur Request
- Obtain approved contract (off-campus)
- Submit Concur Event Request (Catering Events)
- Register non-employee payee via Payment Compass

Event Occurs

- Obtain final participant list & receipt/invoice
- Use T&E Card to pay for entertainment expenses
- Need for payment directly to caterer or bar services provider
- Incur out-of-pocket expenses

Event Expense Reconciliation

For all catering & non-catering events:

- The Host or Delegate (i.e. preparer) must submit an Event Expense Report to:
 - Reconcile T&E Card charges
 - Issue payment to event supplier
 - Request reimbursement for event expenses