

# CONCUR CAPABILITIES: UCSD USER & DELEGATE

REQUEST   EXPENSE	<b>USER</b> <i>(i.e., employee payee/cardholder/traveler/host)</i>	<b>DELEGATE</b> <i>*Exception: User must review &amp; submit as certification</i>
<b>University Card Request</b> P-Card   T&E Card	<b>New Card Request:</b> Prepare; Submit <b>Card Action Request:</b> Prepare; Submit	<b>New Card Request:</b> Prepare* <b>Card Action Request:</b> Prepare; Submit
<b>Payment Products Request</b> Human Subject Compensation to PI; Gift Cards	<b>Human Subject Payments Request:</b> Prepare; Submit	<b>Human Subject Payments Request:</b> Prepare; Submit
	<b>Gift Card Request:</b> Prepare; Submit	<b>Gift Card Request:</b> Prepare; Submit
<b>Procurement Card Expenses</b>	<b>P-Card Expense Report:</b> Prepare; Submit	<b>P-Card Expense Report:</b> Prepare*; Submit** <i>(**only with completed P-Card Delegation of Authority Request)</i>
<b>Travel Requests &amp; Expenses</b>	<b>Travel Request:</b> Prepare; Submit <b>Travel Expense Report:</b> Prepare; Submit	<b>Travel Request:</b> Prepare; Submit <b>Travel Expense Report:</b> Prepare*
<b>Event Expenses &amp; Other Reimbursements</b>	<b>Event Request (Catering):</b> Prepare; Submit <b>Event Expense Report:</b> Prepare; Submit	<b>Event Request (Catering):</b> Prepare; Submit <b>Event Expense Report:</b> Prepare; Submit
	<b>Non-Event Reimbursements:</b> Prepare; Submit	<b>Non-Event Reimbursements:</b> Prepare; Submit