Overview

The following document details what to do in the event that you accidentally use your ANU Purchase Card for personal expenditure.

1. Clearing Personal Expense

The Expense Type Accidental Personal Use of ANU Card is to be selected for the transaction.

Click **Save** to refresh the Expense details.

Complete the Expense Claim – refer to Creating a new Expense Claim - Purchase Card Transaction.

Note the GST Amount must be set to 0.00 for this Expense Type.
Personal Expense transactions must be acquitted to charge code (REPAY)

![Image](image_url)

2. Making a payment to ANU

Repayment can be made online at [https://anu.onestopsecure.com/OneStopWeb/pcrepayment](https://anu.onestopsecure.com/OneStopWeb/pcrepayment)

Complete information as required.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Sample</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee ID</td>
<td>Your 7 digits University ID begins with U</td>
<td>“U5535130”</td>
</tr>
<tr>
<td>Full Name</td>
<td>Your full name to be displayed on Tax Invoice</td>
<td>“John Smith”</td>
</tr>
<tr>
<td>Amount</td>
<td>Amount owing</td>
<td>“199.99”</td>
</tr>
<tr>
<td>Description</td>
<td>This description appears on Tax Invoice. It is defaulted by the payment system and non-editable.</td>
<td></td>
</tr>
</tbody>
</table>

Proceed to make a payment. Complete payment with your **personal** credit card details.

Visa, MasterCard are accepted.
3. Additional Information
For additional information and user guides please visit the Concur Expense Management page:

https://services.anu.edu.au/information-technology/software-systems/concur-expense-management