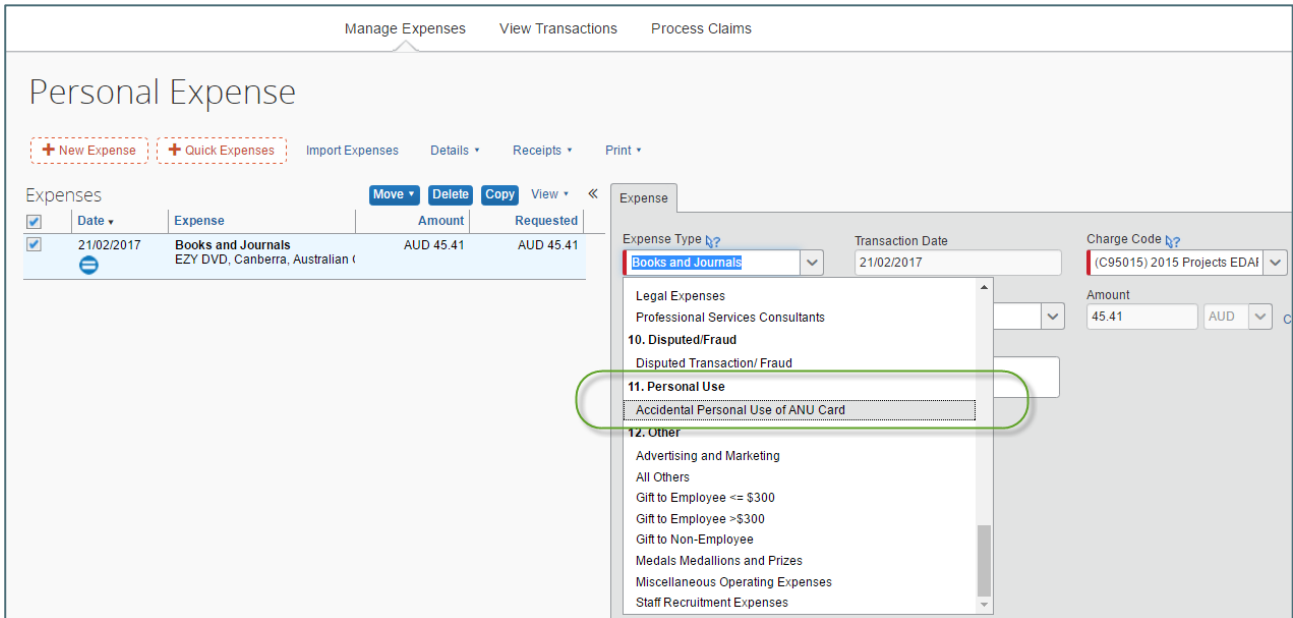


Overview

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.

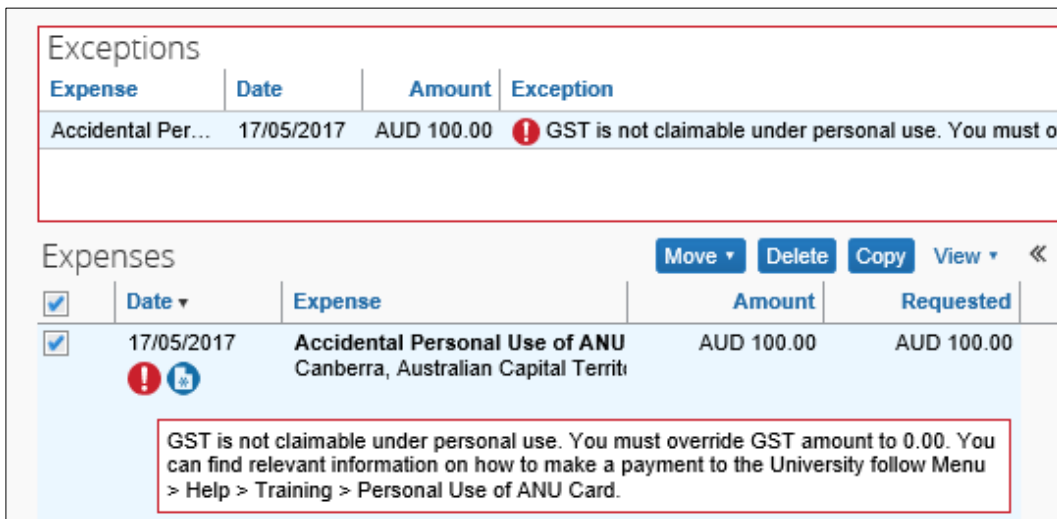


The screenshot shows the 'Personal Expense' form in the Concur system. The 'Expense Type' dropdown menu is open, displaying a list of categories. The option '11. Personal Use' is expanded, and 'Accidental Personal Use of ANU Card' is highlighted with a green circle. Other options in the list include 'Legal Expenses', 'Professional Services Consultants', '10. Disputed/Fraud', 'Disputed Transaction/ Fraud', '12. Other', 'Advertising and Marketing', 'All Others', 'Gift to Employee <= \$300', 'Gift to Employee >\$300', 'Gift to Non-Employee', 'Medals Medallions and Prizes', 'Miscellaneous Operating Expenses', and 'Staff Recruitment Expenses'.

Click  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.



The screenshot displays two tables. The 'Exceptions' table has the following data:

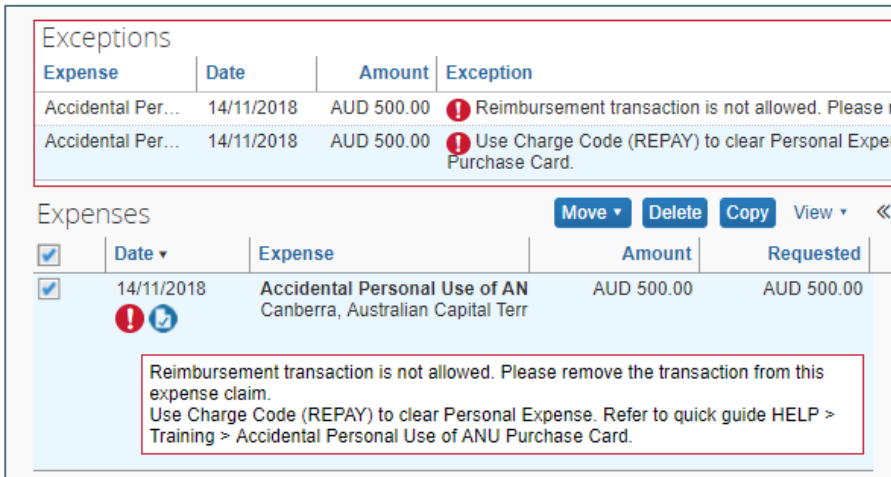
Expense	Date	Amount	Exception
Accidental Per...	17/05/2017	AUD 100.00	! GST is not claimable under personal use. You must ov

The 'Expenses' table has the following data:

	Date	Expense	Amount	Requested
<input checked="" type="checkbox"/>	17/05/2017	Accidental Personal Use of ANU Canberra, Australian Capital Territ	AUD 100.00	AUD 100.00

A red box highlights a warning message below the expense row: 'GST is not claimable under personal use. You must override GST amount to 0.00. You can find relevant information on how to make a payment to the University follow Menu > Help > Training > Personal Use of ANU Card.'

Personal Expense transactions must be acquitted to charge code (**REPAY**)



Expense	Date	Amount	Exception
Accidental Per...	14/11/2018	AUD 500.00	Reimbursement transaction is not allowed. Please re...
Accidental Per...	14/11/2018	AUD 500.00	Use Charge Code (REPAY) to clear Personal Expense Purchase Card.

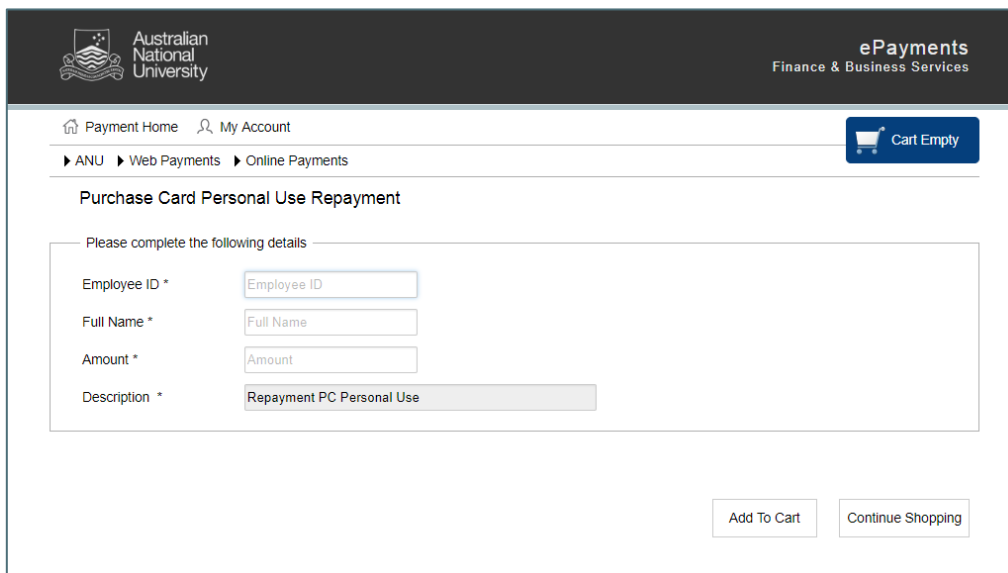
Date	Expense	Amount	Requested
14/11/2018	Accidental Personal Use of ANU Canberra, Australian Capital Terr	AUD 500.00	AUD 500.00

Reimbursement transaction is not allowed. Please remove the transaction from this expense claim.
Use Charge Code (REPAY) to clear Personal Expense. Refer to quick guide HELP > Training > Accidental Personal Use of ANU Purchase Card.

2. Making a payment to ANU

Repayment can be made online at <https://anu.onestopsecure.com/OneStopWeb/pcrepayment>

Complete information as required.



Australian National University ePayments Finance & Business Services

Payment Home My Account Cart Empty

ANU Web Payments Online Payments

Purchase Card Personal Use Repayment

Please complete the following details

Employee ID *

Full Name *

Amount *

Description *

Add To Cart Continue Shopping

Field	Description	Sample
Employee ID	Your 7 digits University ID begins with U	"U5535130"
Full Name	Your full name to be displayed on Tax Invoice	"John Smith"
Amount	Amount owing	"199.99"
Description	This description appears on Tax Invoice. It is defaulted by the payment system and non-editable.	

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>