Expense Pay Process

Submitter
- Enter Banking Information in Concur
- Create Expense Report

Note: Concur will rebatch failed payments nightly until valid account number is entered by user

Valid Bank Account?
- Yes
  - User Notified of Payment
  - Day 4
- No
  - Out of Pocket Payment
  - Day 3

Concur
- If Out of Pocket - Valid Bank Account?
  - Yes
    - Expense Report Approval & Audit
    - Release for Payment
    - Nightly Batch
    - Credit Concur
    - Citibank Payment
    - Day 2
  - No
    - Expense Report Approval & Audit
    - Release for Payment
    - Nightly Batch
    - Credit Concur
    - Citibank Payment
    - Day 3

Cash Management/Bank of America
- Daily Funding Email
  - Bank ID
  - Cash Program Amount
  - Card Program Amount
  - Total Funding Amount
  - Day 0
- Fund Account
  - Day 0
- Debit Harvard (BoA)
  - Day 1

Back Office
- Run Payment
- Extract Reconciliation Report
  - Day 1
- Administration
- Tools
- Reimbursement Manager