

# Marking an Expense as Unallowable

- 1. If an expense needs to be marked as unallowable. Put a check next to the expense that needs to be marked as unallowable, and then click Edit.

Copy of test \$285.65

Returned | COMMENT - KYLE METCALE [View Report Timeline](#)

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[Add Expense](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#) [Combine Expenses](#) [Move to](#)

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input checked="" type="checkbox"/>		Travel Card Agency Liability	Parking	THE PARKING SPOT 239 Humble, Texas	06/04/2022	\$47.65

- 2. Put a check next to the box marked Unallowable Charge.

[←](#) [→](#) Parking \$47.65

06/04/2022 | THE PARKING SPOT 239 | [Corporate Card, E-Receipt](#)

[Details](#) | [Itemizations](#) | [Hide Receipt](#)

[Attendees \(0\)](#) | [Allocate](#)

**Expense Type \*** \* Required field

Parking

Transaction Date: 06/04/2022 | Business Purpose:

Vendor Name: THE PARKING SPOT 239 | City: Humble, Texas

Payment Type: Travel Card Agency Liability

Amount: 47.65 | Currency: US, Dollar

Unallowable Charge

FAMIS REF-A:  | FAMIS REF-B:

Travel Classification: Employee-Within Headquarters | Citi Corp Id: 36701900051354002

Comment:

Receipt | **E-Receipt**

### 3. Then Save the expense

Details | Itemizations | Hide Receipt

Attendees (0) | Allocate

\* Required field

Expense Type \*  
Parking

Transaction Date: 06/04/2022  
Business Purpose:

Vendor Name: THE PARKING SPOT 239  
City: Humble, Texas

Payment Type: Travel Card Agency Liability

Amount: 47.65  
Currency: US, Dollar

Unallowable Charge

FAMIS REF-A:   
FAMIS REF-B:

Travel Classification: Employee-Within Headquarters  
Citi Corp Id: 36701900051354002

Comment:

Save Expense | Cancel

Receipt | E-Receipt

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The Parking Spot 239 on 06/04/2022  
0227963269 Parking  
201 5401 7644

04070612102121	5/10/2022 7:40 AM
04070612102141	6/4/2022 2:45 PM
Response #	10014022080942017
Transaction Number	68077
Member Number	623027462304440007
Approval Date	04/05/22
Current Parking fee	\$ 14.00
Current Parking	\$ 14.00
**Discount	- \$ 13.50
Adjusted the Recovery Fee (8.75%)	\$ 1.25
State Tax (8.25 %)	\$ 1.63
Adjusted Fee	\$ 47.65
Charged to mastercard 1219	\$ 47.65

\*\*\*From ARM University System-Busines \*Applied  
Have a question? Please  
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Visit www.theparkingspot.com/faq  
Business Travel?  
Contact your Spot Club account to  
automatically add receipts to Concur.  
Contact us if needed.  
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Customer Copy

4. This will mark the travel card transaction as unallowable and once approved will initiate an invoice for this expense.