

Question:

Who do I contact for policy or process questions related to PCard or Travel and Expense?

Answer:

Type of question	Specific contact instructions	For more information
Policy questions, business travel and hosting	Contact the Shared Service Center by submitting a SSC Travel & Expense General Inquiry	Procurement Services website: Travel & Expense
Process questions related to PCard: -Application -Monthly limit -Close/Suspend/Reinstate -Working with JPMorgan Chase -PCard reminders	Contact the PCard Group by submitting a PCard Inquiry	Procurement Services website: Card Programs
Concur report creation	If your unit is currently using the SSC for report creation, email receipts and supporting documentation to ExpenseReports@umich.edu	Shared Services Center website: Financial Services
Question on a Concur report returned by audit	Please contact the auditor directly at the phone number provided within the "auditor comments" section of the Concur report	