

Question:

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

Answer:

<b>Type of question</b>	<b>Specific contact instructions</b>	<b>For more information</b>
Policy questions related to procurement, PCard, or business travel and hosting	Contact our Procurement Solutions team at 734-764-8212, option 2  OR  <a href="mailto:Procurement.Services@umich.edu">Procurement.Services@umich.edu</a>	Procurement Services website:  <a href="#">Travel &amp; Expense</a>
Process questions related to PCard:  -Application -Monthly limit -Working with JPMorgan Chase -Working with a PCard supplier -PCard reminders	Contact our Procurement Solutions team at 734-764-8212, option 2  Or  <a href="mailto:travelexpense@umich.edu">travelexpense@umich.edu</a>	Procurement Services website:  <a href="#">Card Programs</a>
Concur report creation	If your unit is currently using the SSC for report creation, email receipts and supporting documentation to <a href="mailto:ExpenseReports@umich.edu">ExpenseReports@umich.edu</a>	Shared Services Center website:  <a href="#">Financial Services</a>
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	