

# Concur Report Naming Conventions

When submitting reports in Concur, the University requires the name of the report to follow the conventions outlined below:

## P-Card:

[Year]-[two-digit month]\_[Last name][First letter of first name]-[PCard]

Example: 2024-09\_KovacA-PCard

## Travel:

[Year]-[two-digit month]\_[Last name][First letter of first name]-[Conference name]

Example: 2024-09\_KovacA-SfN

## CU Med (if applicable):

[Year]-[two-digit month]\_[Last name][First letter of first name]-[CUMed]

Example: 2024-09\_KovacA-CUMed

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