

PBC Check list

- Application
- Proof of presenting at Conference
- Receipts: submit receipts for the following if you are claiming them:
 - Registration
 - Lodging (hotel, air BNB)
 - Flight
 - Bus, train, taxi, Uber/Lyft

- **All receipts must contain your name and last 4 digits of the credit card #** expense cannot be approved without this information. CC bill can be submitted for proof if actual receipt does not have the information listed.
- If you have shared expenses, we will need the original receipt from the vendor and then a Venmo/PayPal receipt.

- Made Admin a Delegate in Concur