

**This problem occurs when the Expense Type: “Personal Expense”, is originally used, and then later changed.** EMS is not clearing the original PTAO associated with Personal Expenses (1031198.EMS.0001DA..527004) which represents a deduction in the amount to be reimbursed. Please note that this error can occur for either out-of-pocket or P-Card expenses.

*Note: We are working with Concur Technologies to remedy this issue, but ask that you use caution when approving or changing an expense type from “Personal Expense” to another expense type.*

**What should Approvers look for?**

When reviewing or approving expense reports, look for any lines that are charged to the organization number 527004. This organization number should only appear on lines that use the “Personal Expense” expenditure type. If the expense type is anything other than “Personal Expense”, then Org number 527004 should not appear. You may need to check with the Payee to verify that it was, in fact, a personal expense.

(Click [here](#) to see what a personal expense should look like)

**What do I do if the Expense Type is not personal, but Org 527004 appears?**

If the expenditure type is not “Personal Expense”, but Org 527004 appears, then the report should either be returned to the preparer with a note to fix the PTAO, or the PTAO should be changed by the reviewer or approver to a department PTAO. Accounts Payable is monitoring this condition and you will be contacted about errors.

If you have questions or concerns, please contact Electronic Commerce Services at 432-3227 or [yems@yale.edu](mailto:yems@yale.edu)