

How to return funds for Non-Allowed Expenses Paid with Bank of America District Credit card.

Used this process to:

- 1) Repay for unallowed purchase (alcohol or personal expenses).
 - a. Paid in full with BofA.
- 2) Repay for unallowed purchase (department did not approve, above allowed food limit)
 - a. Paid in full with BofA.

Process for Return of Funds to RCCD

1. Select Expense Type: BofA Personal Use of Card.
2. Include NEGATIVE expense line
3. Payment Type: Out of Pocket

Expense Type *

BofA Personal Use of Card

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Transaction Date *

07/20/2025

Report/Trip Purpose *

Conference Attendee

Additional Information

Puente Summer Institute

Vendor *

Search for Vendor

City of Purchase *

Norco, California

Payment Type * ?

Out of Pocket

Amount *

-10.00

Currency *

US, Dollar (USD)

4. Add in the comments the reason why funds are being returned.
5. Please work with NC Business Office to get validation of total amount that needs to be returned.
6. Cut a check to RCCD for the amount returned.
7. Take check to cashier's office.
8. Write GL account on check, funds need to be deposited back to the account they came from.
9. Upload receipt to Concur to show returned funds.
10. Submit expense report.