


Level III (Rich Data) Receipt Guidelines

Level III data in credit card processing provides detailed information related to a transaction including amount, item description, product codes, quantity and more. Typically, large retailers provide Level III data, however users must use **TCU cards** for Level III data to be available in Concur.

Effective August 2025, TCU will begin accepting Level III data as “receipts”. This means users will NOT be required to attach a receipt when the Level III Data is present, and the data is itemized and matches the total being claimed. **NOTE: Level III data may not be used for airfare, hotel or rental cars.**


Users can identify Level III transactions in Concur by looking for the + sign next to the credit card icon:

06/08/2025	Office / General Supplie N	\$36.44	\$36.44
	TOM THUMB #2574, Fort		

Credit card icons without the + sign DO NOT qualify as Level III, meaning a receipt must be attached.

In Concur, users can hover over the credit card icon to see if the required Additional Details are provided. **Below is an example of Level III data which satisfies our receipts requirement, meaning users would NOT be required to attach a receipt:**

TOM THUMB #2574

 FORT WORTH, TX 761090000

VISA

TRANSACTION DATE: Sunday, June 08, 2025
POSTED DATE: Tuesday, June 10, 2025
BILLING DATE: Monday, June 30, 2025
CREDIT CARD#: xxxx1

Transaction Amount

\$36.44

Ref #: 24231685160367106186503

Purchased:
06/08/2025

Order #:
515900160440

Discount:
\$1.80

Shipping:
\$0.00

Duty:
\$0.00

Additional Details

Description	Quantity	Amount	Unit Amount	Extended Amount
S SEL REFRESHE PURIFIED WA	1.0000	\$5.79	\$5.79	
GATORADE VP GRAPE/STRAWBER	2.0000	\$29.98	\$14.99	

Below is an example where the Additional Details is NOT provided. **In this case, users must attach a receipt:**

