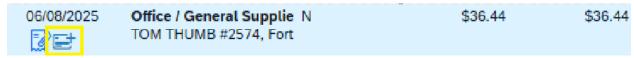
Level III (Rich Data) Receipt Guidelines

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.

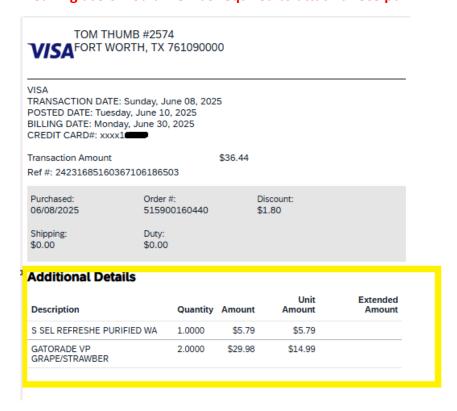
Effective August 2025, TCU will begin accepting Level III data as "receipts". This means users will NOT be required to attach a receipt when the Level III Data is present, and the data is itemized and matches the total being claimed. **NOTE: Level III data may not be used for airfare, hotel or rental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

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



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

In Concur, users can hoover 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:



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

Discount:

\$0.00



VISA

TRANSACTION DATE: Saturday, ... ne 07, 2025 POSTED DATE: Monday, June 09, 20, 5

BILLING DATE: Monday, June 30, 2025

CREDIT CARD#: xxxx

\$134.20 Transaction Amount

Ref #: 24204295158001643167

Purchased: Order #: 06/07/2025 Nike.com

Shipping: Duty: \$0.00 \$0.00

Notice Additional Details not listed