University Financial Services

August 2026

UFS Advisor

INSIDE THIS ISSUE

Treasurer's Message

Penny D Cox

Please join me in welcoming the Class of 2030!! Happy New Year for 2026-27! The fall semester has begun, and students are moving back on campus daily.

University Financial Services: Important news and what Business Officers should know

University Financial Services (UFS) supports campus units by helping steward university resources responsibly—often behind the scenes. Our service units include Financial Services Administration, Payroll, Accounts Payable, Student Account Services, Treasury Services, Merchant Card Services, Debt & Liquidity Management, Policy & Training, Accounting & Financial Reporting, Benefits Accounting, Endowment & Gift Accounting, Capital Assets Accounting, Travel Services, and Tax Compliance.

Activity highlights in this newsletter depict several areas where **early coordination** with UFS can help units avoid issues, improve clarity, and support university-wide decision-making. We recommend you contact University Financial Services early if your unit:

- Needs guidance on BPM Policies or exception requests
- Wants to learn more about Travel Services cost-saving opportunities
- Want to explore cashless payment acceptance
- Needs clarification about year-end deadlines
- Needs better understanding of endowment spending distribution utilization
- Interested in making mobile deposits from your desktop
- Unsure about PCI compliance, accepting payments, or setting up a merchant account
- Involved in a large purchase, lease, or externally financed project
- Unsure how shared or central service costs apply to your unit
- Launching or modifying a grant-funded or multi-year financial activity

Early engagement helps avoid rework, delays, and compliance issues—and supports sound financial stewardship across campus.

The link to our UFS web page with more details is located here https://ufs.uky.edu

Project Rise SAP S/4 Hana Implementation
Project RISE successfully transitioned our existing SAP applications to a newer, cloud-based version called SAP S/4 Hana on July 20, 2026. Campus updates for Project Rise are here: https://its.uky.edu/projectRISE.

I thank you for your professionalism, dedication, and support for the University of Kentucky community.
Penny D. Cox, Treasurer

ARTICLES

AAA Unused Flight Credits Process

Last fall, Travel Services implemented a new process for managing unused Delta Air Lines ticket credits. The program has been successful in helping colleges and divisions maximize the use of available airline funds and reduce the loss of credits due to expiration. This program is managed centrally by Travel Services.

Since implementation, the unused ticket programs have generated nearly $70,000 in savings by preserving funds that might otherwise have expired and gone unused.

Beginning in July, Travel Services expanded this process to include unused American Airlines ticket credits.

Through the university's contract with American Airlines, eligible unused ticket credits can now be transferred to an American Airlines UATP card, allowing colleges and divisions to retain the value of unused credits for future travel needs within their area.

What is a UATP Card?

UATP stands for Universal Air Travel Plan. The program allows eligible unused business airline ticket credits to be transferred from an individual traveler profile and consolidated into a university American Airlines UATP card. Once transferred, the funds may be used for future American Airlines business travel by employees within the same college or division.

How the Process Works

University business travelers with unused American Airlines ticket credits will receive a reminder email approximately three months before the credit expires. At that time, they may choose one of the following options:

- Use the credit to book future travel.
- Contact AAA Corporate Travel Services or Avant Travel to transfer the credit to another employee within their area (a $100 airline fee applies).
- Request that Travel Services transfer the credit to the college or division's American Airlines UATP card (a 25% transfer fee based on the credit value applies).

To help prevent the loss of unused funds, credits that remain unused and have not received a response by the beginning of the expiration month will automatically be transferred to the UATP card.

Using Available UATP Funds

Travel Services has partnered with AAA Corporate Travel Services to establish automated processes that apply available UATP funds to eligible American Airlines bookings.

When an employee books American Airlines airfare through Concur or AAA Corporate Travel Services, available UATP funds for their college or division will automatically be applied when access to the card has been opened for that area. Departments should continue entering payment information as they normally would, as the selected payment method will still be used for any applicable booking fees.

Access to UATP funds will generally be provided once each fiscal year, allowing colleges and divisions an opportunity to utilize accumulated credits before expiration.

By expanding the UATP program to American Airlines, Travel Services aims to help departments preserve travel funds, reduce forfeited ticket credits, and maximize the value of university travel resources.

Questions regarding the American Airlines UATP process may be directed to Travel Services at travelservices@uky.edu.

Exploration of Cashless Payment Acceptance

As payment preferences continue to shift toward cards, mobile wallets, and other electronic payment methods, many departments are finding that the benefits of going cashless outweigh the costs and risks of handling currency. Moving away from cash can improve security, strengthen internal controls, and eliminate the time and effort required to count, safeguard, transport, and deposit funds. Treasury Services recently assisted UK HealthCare, UKHC Dentistry Clinics, UKHC Retail Pharmacies, and Campus Recreation departments in successfully transitioning to electronic-only payment methods.

Additionally, the elimination of the penny has created additional challenges for organizations that continue to accept cash, including the need to round transactions when exact change is unavailable. By reducing cash acceptance, departments can avoid these issues while providing customers with convenient and secure payment options.

If your department would like to explore a transition to cashless payment acceptance, please contact Treasury Services (Treasury.Services@uky.edu). We would be happy to discuss available options and help determine whether a cashless model is right for your operation.

American Airlines & Southwest Airlines Promotions

Reach New Heights with UK's Preferred Airlines

University of Kentucky travelers have two exciting opportunities to earn elite airline status faster when booking business travel through the University's preferred travel program. Both American Airlines and Southwest Airlines are offering limited-time promotions designed to reward business travelers with valuable travel perks, including priority boarding, complimentary checked bags, bonus points, and opportunities to maintain or elevate status.

Fast-Track to AAdvantage® Status with American Airlines

Through October 23, 2026, eligible UK travelers can register for the AAdvantage Gold® Instant Status Pass™, giving them an opportunity to start enjoying AAdvantage Gold® status for four months immediately after approval. Travelers can then maintain or elevate their status by earning Loyalty Points, with the potential to achieve status levels all the way up to AAdvantage Executive Platinum® through March 31, 2028.

Benefits of AAdvantage status can include bonus miles, priority boarding, complimentary upgrades when available, and free checked bags. In addition to flights, Loyalty Points may also be earned through other qualifying AAdvantage partners and programs.

For more information and to register, click here.

Earn Promotional A-List Status with Southwest Airlines

Southwest Airlines is offering UK travelers the opportunity to earn promotional A-List status through December 31, 2026. Travelers who register and then book qualifying business travel through a UK Travel Vendor can unlock valuable benefits by completing eligible flights by October 31.

Travelers who fly two qualifying round trips (or four one-way flights) can earn promotional A-List status. Those who complete four qualifying round trips (or eight one-way flights) will earn promotional A-List status plus 20,000 Rapid Rewards® bonus points. Current status holders may also qualify to earn the bonus points.

A-List benefits include priority boarding, preferred seat selection, complimentary checked baggage benefits, and access to extra legroom seat upgrades when available.

For more information and to register, click here.

Accounting & Financial Reporting Services 2026 Year-End Audit Closing

The University's 2026 fiscal year-end period is here and will run through the end of the University's financial statement audit which is expected to be final October 2, 2026. Please watch for audit requests throughout the year-end time period. Quick turnaround times on requests are necessary, so please check with AFRS if there's a delay of more than 1-2 days for any reason.

We are currently in period 14 and campus departments cannot post transactions in Period 14. There are also established limits for postings or corrections starting in early August and increasing throughout the month. If significant 2026 errors are identified that were not detected prior to Period 14, the department must submit a BPM exception request to UFS for consideration detailing the error and the reason it was not detected earlier. If approved, the department may submit a JV with the approved exception request attached as support, which AFRS will move to fiscal year 2026 for posting.

Thank you in advance for your cooperation with year-end closing!

Endowment Spending Distribution Utilization

Endowment spending distributions are a meaningful way to connect donor generosity with real impact across our colleges and units. As shared during the recent Endowment Training and Review Town Hall meetings, we are continuing to focus on the thoughtful and timely use of these funds.

Beginning in fall 2026, annual stewardship letters will include a new "distributed spendable balance" column to provide donors with additional transparency regarding available funds. This balance reflects spending distributions that have been transferred to the endowment's spending distribution cost center and remain unspent. Any unused balance carries forward from year to year and continues to be available for expenditures that support the purpose of the endowment.

Reminders for Managing Spending Distributions

Two-year guideline: Accumulated spending distributions should generally be kept to two years or less, unless the unit is saving for a specific future purpose or the endowment agreement requires funds to be held for a set period.

EGATS tools: The Utilization Plan feature in EGATS can help document plans, add notes, run reports, and monitor utilization. See the [EGATS - Utilization Plan Quick Reference Guide] for helpful information. Please remember:

- Enter or update utilization plans by December 2026 so information is available to assist with donor inquiries following distribution of FY 2026 stewardship letters.
- Each endowment should have a current utilization plan.
- A utilization plan can be effective for a maximum of three years.
- If the plan changes, such as due to an amendment or new appointment, please enter a new utilization plan as soon as possible.
- Plan notes should be clear and helpful, without confidential or sensitive information.

Quarterly reports: AFRS Endowment and Gift Accounting utilization reports can assist units to identify endowments that may need spending improvements or amendments and to monitor progress with the plans.

Endowment Investment Policy reminder: Under the University's Endowment Investment Policy, a newly established endowment must remain invested in the endowment pool for one year after the initial deposit is made to the endowment fund. Expenditures should not occur within a spending distribution cost center and spending distributions may not be transferred to the spending distribution cost center until that one-year period has been completed.

Need help? The Utilization Manual on the AFRS Endowment and Gift Accounting website includes guidance on spending distribution strategies, faculty appointment considerations, and other utilization topics. For questions, please contact Endowment and Gift Accounting at endowment@uky.edu.

UFS Supports Key Campus Projects Through Recent Bond Sale

University Financial Services (UFS) recently completed the sale of approximately $136 million in general receipts bonds to help advance several important campus priorities. The bond proceeds will support the University's portion of the Michael D. Rankin MD Health Education Building, the Medical/Administrative Facility 3 project on the Chandler campus, and years one and two of the Asset Preservation Pool. Together, these projects reflect the University's continued investment in healthcare education, patient care capacity, and long-term stewardship of campus facilities.

Expanding Healthcare Education

- Across the country, the demand for physicians is expected to outpace supply over the next decade. That need is especially important in Kentucky, where many rural communities continue to face challenges accessing healthcare.
- The Michael D. Rankin MD Health Education Building will help address this need by providing additional space for the colleges of Medicine, Health Sciences, Nursing, and Public Health to educate more students and prepare the next generation of healthcare professionals.
- The project has a total authorized scope of $430 million and includes $50 million in University bonds, $250 million in state bonds, $80 million in University cash, and $50 million in private funds.

Supporting Growth in Patient Care

- UK HealthCare has experienced steady growth in inpatient admissions since the first three patient care floors opened in Pavilion A in 2011. The final shelled patient floor was completed in 2023, and those beds are now fully in use.
- The Medical/Administrative Facility 3 project marks an important step in expanding the Chandler campus to add inpatient beds and clinical support services that will help meet the future healthcare needs of the Commonwealth.
- The project has a total authorized scope of $2 billion and includes $800 million in University bonds and $1.2 billion in University cash. Bonds will be issued in phases, with the first $60 million included in this bond sale.

Preserving Campus Facilities

- The Asset Preservation Pool supports the ongoing care of campus buildings and infrastructure, helping ensure these spaces continue to serve students, faculty, staff, and visitors well into the future.
- The pool includes $123.4 million in state funding for the 2024–26 biennium. The University is required to provide a 25% match, and this bond issue fulfills that match for both years.

Strong Credit Ratings Reaffirmed

Before the bond sale, UFS worked with Moody's Investors Service and Standard & Poor's through the credit review process. The bonds received ratings of Aa2/stable and AA+/stable, and both agencies reaffirmed the University's existing ratings. This was a positive outcome, particularly as many higher education institutions continue to navigate financial and industry-wide challenges.

Competitive Sale Delivers Favorable Results

The University sold the bonds through a competitive sale on May 5, 2026. The sale drew strong interest from underwriters, with eight bids submitted for the Series B tax-exempt bonds and nine bids submitted for the Series C taxable bonds. The bids came in lower than expected, resulting in a combined interest cost of 4.19%.

Completion of the bond sale provides important funding for projects that will strengthen healthcare education, expand patient care capacity, and preserve essential campus facilities. UFS appreciates the many staff members across the University who partnered with our team throughout the credit review and bond sale process.

Credit opinions and the official statement for the bond sale are available on the University's investor relations website at www.ukybonds.com.

University Advances Critical Campus Infrastructure Through Public-Private Partnership

During the quarter, the University of Kentucky completed financing for its new Central Utility Plant Project, a major infrastructure investment that will support continued growth in health care, research, and academic facilities across campus. The project will provide expanded steam and chilled water production, enhancements to the campus utility distribution network, and emergency power improvements for UK HealthCare facilities.

To deliver the project, UK utilized a Design-Build-Finance-Operate-Maintain (DBFOM) public-private partnership (P3) model. Under this structure, Kentucky Infrastructure Partners LLC is responsible for designing, constructing, financing, operating, and maintaining the facility, while the University retains ownership of the land, utility plant, and all related assets.

The P3 approach transfers key construction, schedule, cost, and long-term operational risks to the private sector while providing performance-based accountability and operational efficiencies over the life of the project.

Financing for the $578.5 million project combines tax-exempt bond proceeds, University funding, private partner equity, and investment earnings. The bonds are non-recourse to both the Commonwealth and the University and are not considered state debt. The financing also includes a 10-year par call feature, preserving future refinancing flexibility should market conditions become favorable.

The Central Utility Plant Project represents a strategic investment in the infrastructure necessary to support UK's long-term mission while leveraging an innovative delivery model that balances risk management, operational performance, and financial flexibility.

Student Account Services Update

The beginning of the fall semester marks one of the busiest times of the year for the Student Accounts Servies (SAS) Team. On August 3, the team successfully generated over 38,000 student account statements to help students and families prepare for the upcoming semester. The statements, due August 22, totaled over $ 451 million in billed charges for tuition, fees, housing, dining, and other university-related charges. Billing will continue to occur monthly throughout the fall semester.

Beyond generating bills, this time of the year has the SAS Team serving as a primary resource for students and families navigating the financial aspects of their education by handling thousands of interactions via email, phone calls, and in-person visits. Staff have answered questions regarding account balances, payment options, refunds, financial aid disbursements, payment plans, third-party sponsorships, holds, and other student account related items.

Over the next couple weeks, attention will turn to ensuring financial aid is credited to student accounts to pay for those billed charges, and excess funds are refunded to students to be used for rent, food, books, and other cost of attendance expenses.

As enrollment and billing activity continues to grow, the dedication of the SAS Team remains evident in both its operational excellence and commitment to customer service. Whether assisting a student at the service counter, answering a phone call from a parent, responding to an email inquiry, or processing critical billing transactions behind the scenes, the team plays an essential role in supporting student success and the financial stewardship of the University of Kentucky.

Reminders from Accounts Payable: Voyager Fleet Card & New Payment Request Document (PRD)

Voyager Fleet Card:
It's that time of the year again. US Bank will be mailing out the Federal Excise Tax Exemption Certificates. If received in the department, the certificates need to be forwarded to Cara Nelson at cara.nelson@uky.edu right away to ensure your account is properly exempt from Federal Excise tax. For additional assistance with the Voyager Fleet Card program, please email FleetCard@uky.edu.

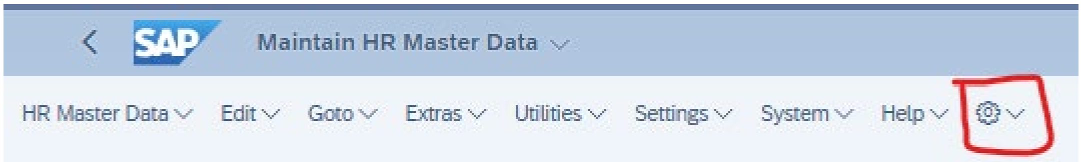
New Payment Request Document (PRD):

The Payment Request Document (PRD) went through many changes with the conversion to SAP S4. Three QRCs have been published on the Accounts Payable Services website at: https://ufs.uky.edu/accounts-payable-services/accounts-payable-services-quick-reference-cards to help departments get started with this new process. Please check back often as new QRCs are being developed related to the questions we receive most often.

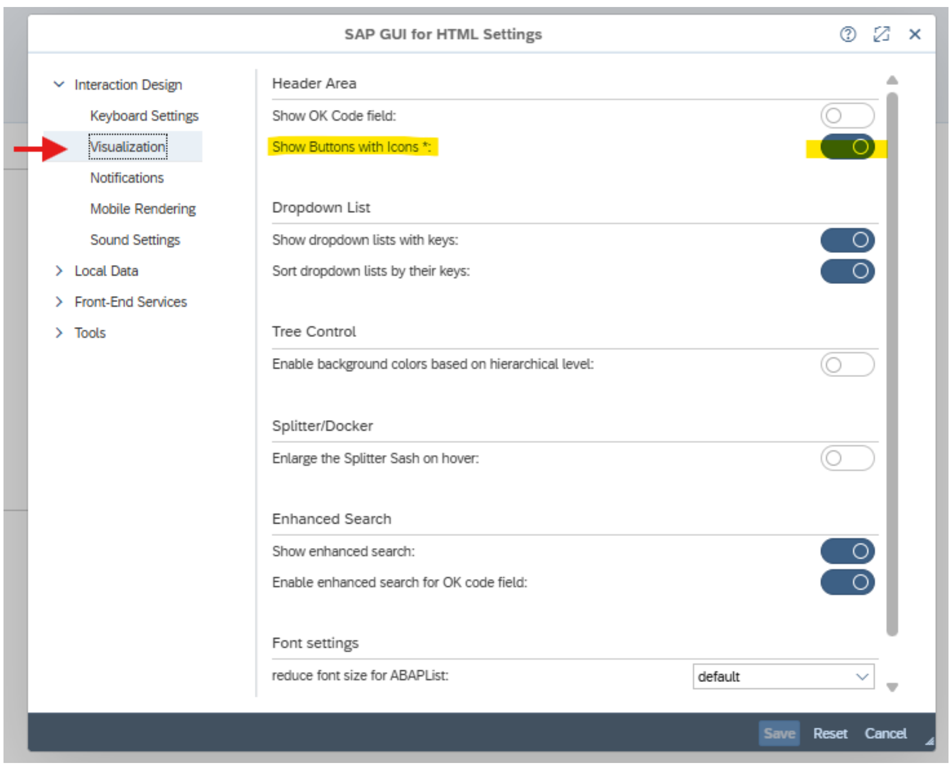
S4 Hana Tips & Tricks to Save Time

To show Icons instead of Words for actions:

1. Open PA30
2. Click Gear Shift

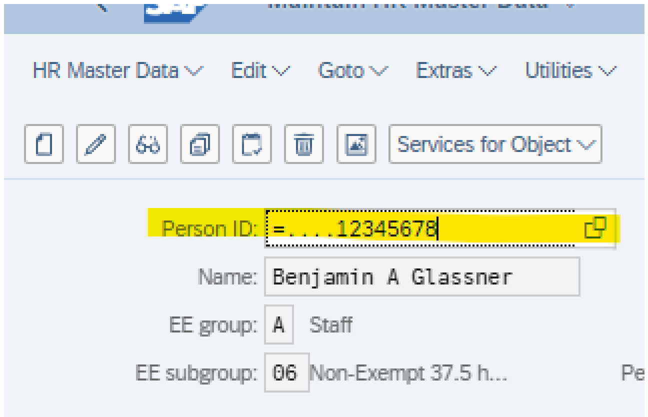


3. Select 'SETTINGS' from the dropdown menu
4. Click Visualization and turn on 'Show Buttons with Icons'

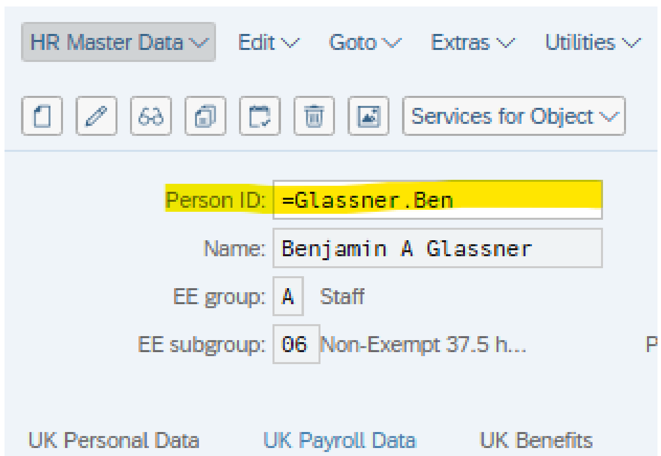


Employee Lookup:

1. If only have a PERNR you can enter in the Person ID field: =....12345678
   a. This will pull up the employee based on the PERNR and you will not have to click the search Icon.

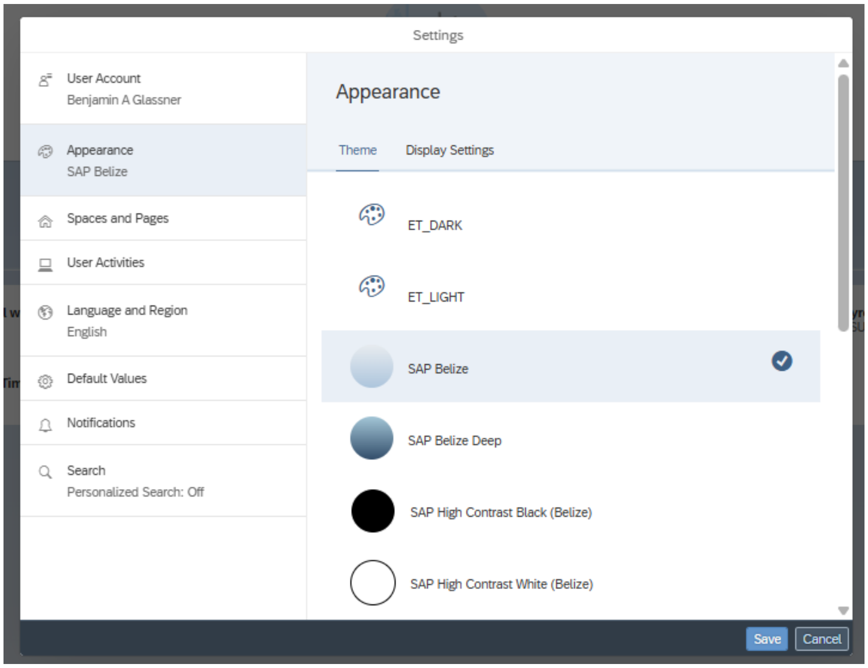


b. If you only have a name, you can enter as: =Glassner.Ben



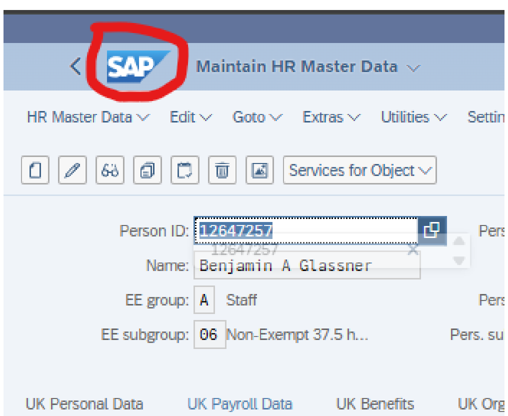
<u>Change View:</u>

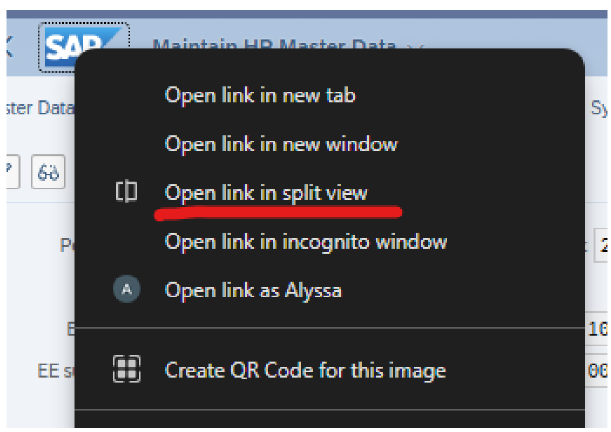
1. Click on Initials in Top Right Hand Corner
2. Select 'SETTINGS' from drop down menu
3. Select 'APPEARANCE' and from there you can look at the different options to customize your screen.



Split Screen:

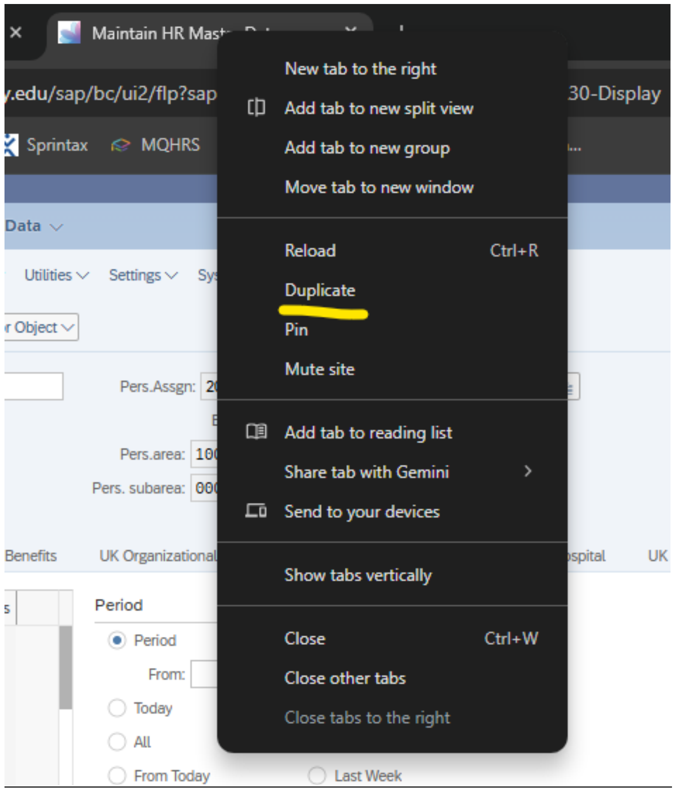
1. Right Click on the SAP logo
2. Open Link in Split View





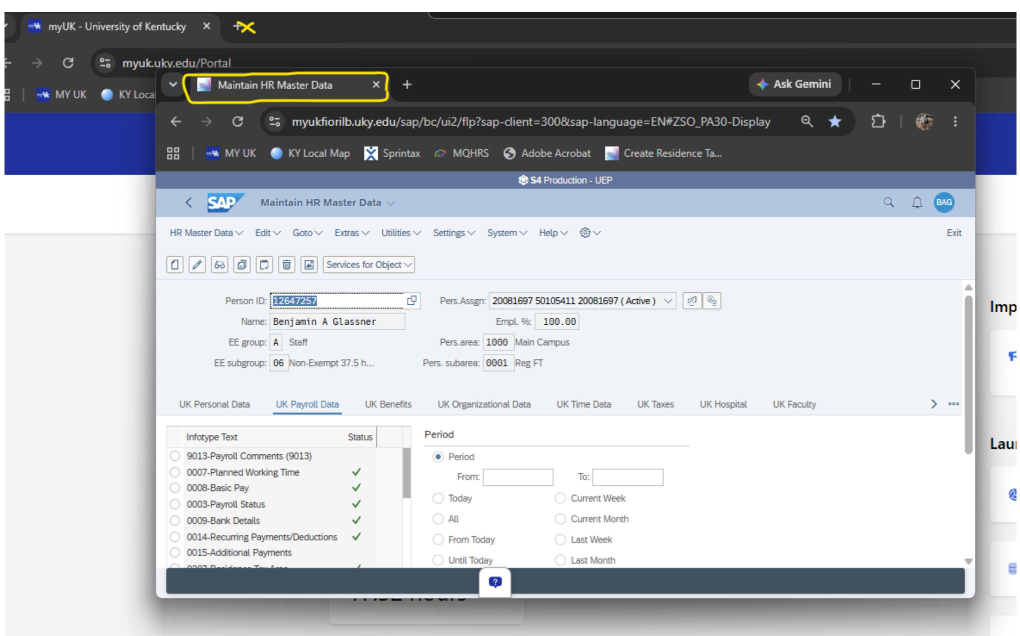
Duplicate Screens

1. Right Click on the Tab and select Duplicate
2. This will open a new tab with the same screen you are currently on.

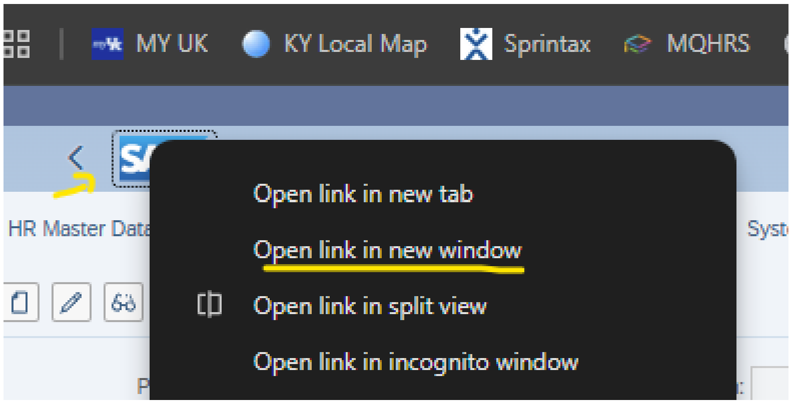


Creating Windows

1. Two ways to create new windows
2. Click and hold the tab you want as a new window and drag it away from current window to where you want it to reside.



3. Right-click the SAP logo and select “Open Link in New Window” to create a new SAP “Home” window.



Seeing Cost Transfers Through an Auditor’s Lens: Internal Controls, Stewardship, and the Story Behind the Correction

Cost transfers are often viewed as administrative corrections: an expense was charged to one account and now needs to be moved to another. From an audit perspective, however, the transfer raises a broader question: **what does the correction reveal about the University’s internal control environment?**

The key question is not whether a mistake occurred, but whether controls were in place to identify, evaluate, and correct the issue appropriately. Viewed through that lens, a cost transfer may serve as evidence that the control environment functioned as intended.

Auditor’s Lens
Questions an Auditor May Ask • How was the error identified? • What controls were in place to detect the issue? • Who reviewed the transaction? • Was the correction supported by appropriate expertise? • Would a similar error be identified again in the future?

Unique Perspectives, One Control Environment

What does an effective control environment actually look like? In sponsored projects administration, the answer is rarely a single review or approval. Instead, errors are identified through multiple layers of oversight, each designed to address different risks. Regardless of organizational structure, each participant contributes a different perspective to the review process because no single individual or office has complete visibility into every aspect of a sponsored project.

Transaction processing controls, such as approval workflows and account validation, help reduce the likelihood of errors before they occur. Department-level financial professionals review reconciliations, payroll allocations, and financial activity to identify issues visible within University systems. Principal Investigators provide project-level oversight based on their knowledge of project objectives, scope of work, personnel assignments, and project benefit.

Each layer addresses different risks and these perspectives are complementary rather than redundant. Together, they strengthen the University's internal control environment by bringing financial records and project knowledge into the same review process.

	Department-Level Financial Review	**Principal Investigator Review**
Focus	• University systems • Accounting records • Reconciliations • Payroll allocations • Financial activity	• Project objectives • Scope of work • Personnel assignments • Activities occurring under the award • Expected project expenditures
Helps Answer	Was the transaction processed correctly?	Was the transaction charged to the correct project?
May Identify	• Incorrect account numbers • Payroll distribution issues • Duplicate charges • Posting errors • Unexpected spending patterns • Reconciliation discrepancies	• Costs that benefited a different project • Missing project costs • Changes in project activity • Expenses that do not align with work performed
Provides	Financial and systems-based oversight	Project-level and programmatic oversight

Internal Controls Are Most Effective When They Create Dialogue

The strongest control environments do not rely solely on independent reviews. They create opportunities for discussion between individuals with different expertise. When these perspectives come together, issues can be identified that neither party may recognize independently.

Collaborative Grant Services helps facilitate these conversations by providing financial expertise, reconciliation support, and opportunities for routine review of sponsored projects. While each department may determine what routine review means based on its size, complexity, and award portfolio, regular conversations regarding project finances remain one of the most effective internal controls available.

Documenting the Control Environment

Strong cost transfer documentation does more than explain why a correction was made. It demonstrates how the issue was identified and what controls contributed to the decision.

Less Effective Documentation	Stronger Documentation
Documentation Example *"Expense transferred to correct project."*	**Documentation Example** *"During monthly reconciliation activities, CGS identified an expenditure that appeared inconsistent with project activity. The charge had posted to an inaccurate account after the prior account ended and updated account information was provided. After discussion with the Principal Investigator confirmed the expense benefited a different sponsored project, a cost transfer was initiated to align the charge with the project receiving the benefit."*
Why This Is Limited This explanation documents the outcome but provides little insight into how the issue was identified or what controls supported the correction.	**Why This Is Stronger** • Financial monitoring occurred. • An issue was identified. • Project-level expertise was consulted. • Appropriate corrective action was taken. • Multiple internal controls functioned as intended.

Stewardship Through Partnership

Strong financial stewardship is not measured by the absence of errors. It is demonstrated through a control environment capable of identifying, evaluating, and correcting those errors when they occur.

Effective internal controls are institutional controls. They do not belong to departments, colleges, units, central offices, or Principal Investigators individually. Instead, each participant contributes a unique perspective that strengthens the University's overall stewardship framework.

Ultimately, **the strongest cost transfer documentation tells more than the story of a correction.** It demonstrates how multiple layers of internal controls worked together to identify a concern, apply the appropriate expertise, and align charges with the project that received the benefit. From an auditor's perspective, that is often the clearest evidence of effective stewardship of sponsored funds.

Making Bank Deposits at your Desk!

Departments can deposit checks directly into the University's corporate bank account without visiting Treasury Services, a deposit kiosk, or a PNC branch. **PNC Deposit On-Site** provides secure remote deposit capture using a compatible scanner or a university-owned tablet configured by IT.

The service saves time, provides immediate deposit confirmation, and allows departments to retain deposit reports for their records. To learn more or request setup assistance, contact Treasury Services at Treasury.Services@uky.edu.

UFS Policy Corner

To better support departments across campus and to provide clarity relating to policies and procedures, the UFS Policy Corner highlights key updates, addresses common questions, and provides practical guidance to help departments navigate Business Procedures more efficiently and confidently.

Recently Updated BPMs

Policy Number	Title	Revision Date
B-2	General Purchasing and Contracting Authority	07/31/2026
E-5-1	Reimbursement of Travel Expenses	07/29/2026
E-22-4	Fundraising Events	07/22/2026
B-6	Non-Competitive Negotiations for Emergency Purchases	07/16/2026
B-5	Non-Competitive Negotiations for Single/Sole Source Purchases	07/01/2026
B-3-1	Use of Existing Contracts	06/25/2026
E-17-16	Functional Area	06/12/2026
B-3	General Policies on How to Procure Supplies, Equipment and Services	06/10/2026
B-1	Authority and Governing Regulations	05/29/2026

Tip: Please take a moment to review the updated policies and ensure your unit's processes align with the current versions.

Featured Policy of the Quarter

BPM E-7-10 – Discretionary Expenditures

This policy establishes requirements for expenditures that require additional caution and oversight. Discretionary expenditures must be necessary and appropriate, have a clear business purpose, and be paid from an appropriate funding source. The policy also identifies expenses that are not allowable from either discretionary or non-discretionary funds.

Why it matters:
"Discretionary" does not mean unrestricted. Also, having discretionary funds available does not automatically make an expense allowable.

The policy is designed to help ensure University funds are used responsibly and appropriately. Before making a purchase, departments should consider whether the expense is allowable under E-7-10, whether discretionary funds are required, and whether the business purpose and supporting documentation are clear.

What to watch for:

- Gifts and memorials – not all gifts are allowable, and the policy makes important distinctions between different types of gifts
  - Look at spending limits
- Parking – university funds cannot be used to pay for campus parking permits for faculty or staff; no exceptions
- Sponsorships require discretionary funds
- Review the funding source before the purchase is made

Tip: Policies are subject to change. Checking the policy before the purchase can help prevent an expense from being charged incorrectly and avoid the need for correction later.

Common FAQs for BPM E-7-10: Discretionary Expenditures

Q: *Can we send money to the family of an employee or donor who has passed away?*

A: No, not directly. For an employee or a friend/donor memorial or serious illness situation, E-7-10 allows discretionary funds to be used for flowers, fruit, or a monetary gift to a family-designated charity or memorial fund. The total amount, including delivery fees, cannot exceed $150. The policy does not authorize a cash gift directly to the family.

Q: *Can we purchase flowers for an employee's birthday or as a congratulations gift?*

A: No. Employee appreciation, congratulatory, and special-occasion gifts are not allowed from either discretionary or non-discretionary funds. Employee awards are addressed separately under BPM E-7-12.

Q: *If we have discretionary funds available, can we use them for any business-related expense?*

A: No. Discretionary funds are intended for specific categories of expenses identified in E-7-10. The expense must still be necessary and reasonable, have a clear business purpose, and meet the requirements for the applicable category.

Need Help?

- BPM & Policy Questions: UFS@uky.edu
- Travel Questions: TravelServices@uky.edu
- Concur Expense Questions (Involving Travel & General Inquiries): ConcurExpense@uky.edu
- Procurement Questions: UKPurchasing@uky.edu
- Accounting & Financial Reporting Questions: See directory here

Concur/Travel Additional Training Opportunities

Training Class	Date	Time
Concur Online Booking Tool	On-demand	On-demand
Advanced Concur Online Booking Tool	On-demand	On-demand
Introduction to Concur Travel & Expense Management	On-demand	On-demand
Concur: Create a Travel Expense Report from a Pre-Approved Travel Request	On-demand	On-demand
Concur: Creating a Travel Expense Report without a Travel Request	On-demand	On-demand
Concur: Creating a Travel Request	On-demand	On-demand
Concur: Expense Reporting for Procard Transactions	On-demand	On-demand
Concur: Review and Complete User Profile Settings	On-demand	On-demand
Cash Handling Basics	On-demand	On-demand
Procurement Card	On-demand	On-demand

For more information or to register for these courses visit your ***myUK Employee Self Service*** *Training page.*

Resource Link for UFS Website: https://ufs.uky.edu