# University of Kentucky

# CONCUR TRAVEL AND EXPENSE NEWSLETTER

April 14, 2021

## YEAR-END IS QUICKLY APPROACHING:

The University Financial Services (UFS) Fiscal Year 2020-21 Closing Schedule has been published and is available on the UFS website. The schedule provides a full list of deadlines and related information for all business transaction types. For ease in reference, deadlines related to Concur Travel and Expense reports have been summarized here within.

## REMINDERS:

### YEAR-END DEADLINES FOR CONCUR EXPENSE REPORTS

It is imperative for the annual closing process for the University to adhere to appropriate fiscal year cutoffs. Old year transactions must be recorded in the account records of fiscal year 2020-21 and new year transactions must be recorded in the accounting records of fiscal year 2021-22.

To ensure that General Expense Report transactions are recorded to the appropriate fiscal year, old year and new year transaction dates must be allocated on separate reports. To remain compliant, follow the guidance stated below to ensure accurate and timely postings of General Expense Report transactions:

| Concur General Expense Reports | Deadline/ Due to APS |
|---|---|
| Expense reports with transaction dates prior to June 1st | 06/15/21 |
| Expense reports with transaction dates June 1st to June 15th | 06/30/21 |
| Expense reports with transaction dates June 16th to June 30th | 07/06/21* |

To maintain compliance and ensure that Travel Expense Report transactions are recorded to the appropriate fiscal year, follow the guidance stated below:

| Concur Travel Expense Reports | Deadline/ Due to APS |
|---|---|
| Expense reports for travel completed prior to June 1st | 06/02/21 |
| Expense reports for travel completed June 1st to June 15th | 06/17/21* |
| Expense reports for travel completed June 16th to June 30th | 07/06/21* |

*4:30 p.m. deadline

## IMPROVING THE TIMELINESS OF REPORTS IN THE CONCUR WORKFLOW CYCLE

Cardholders and delegates must fulfill their responsibility of ensuring that all available transactions are submitted on an expense report, continue to follow the transactions throughout the workflow process, and promptly address any issues or comments that are noted within the report to ensure that all transactions are fully posted into SAP in a timely manner.

Apart from following the year-end closing schedule, all procurement card transactions associated with a General Expense report should be allocated and fully posted into SAP by the 15th day of the following month. Travel Expense reports created for day trips (mileage only) should be submitted monthly. All other Travel Expense reports must be submitted by the traveler within 60 days from the last day of travel (to avoid taxation of reimbursement).

Please refer to the Procurement Card Manual
https://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/Cardholder%20Manual-Policies.pdf and Reimbursement of Travel
Expenses BPM E-5-1 https://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/bpm/E-5-1.pdf for further detail regarding
the frequency and timeliness of reports.

Additionally, to improve efficiency and timeliness of expense report processing, it is recommended that when an
individual (department or processor) rejects/returns a report that clear, concise direction as to why the report is being
returned is included in the comments section.  For example, if a report is returned due to an error with a specific
transaction, include detail of the issue as well as pinpoint which transaction is at question within the report.  It is equally
important that when the user receives the returned report that they fully address all items being presented in the
comments section prior to submitting the report again.  Fully employing this recommendation will reduce multiple
returns for one given report and improve both timeliness and efficiency for all those involved.

## TOP 5 ITEMS FOR APPROVERS TO WATCH FOR DURING REVIEW THAT COULD CAUSE THE REPORT TO BE RETURNED

1. The procard transaction does not include a business purpose. See the Procurement Cardholder Manual for the definition
   of a business purpose.
2. The procard documentation does not contain an itemized receipt. See the Procurement Cardholder Manual for the
   procard documentation standards.
3. The procard documentation attached to the expense does not match the expense amount.
4. The travel expense report does not contain a business purpose.
5. Discretionary expenses need to be allocated to discretionary funds per BPM E-7-10.

## HOW TO DETERMINE WHEN IT IS ALLOWABLE TO USE A PROCUREMENT CARD

Accounts Payable Services and the Purchasing Division partner in working together to maintain the Procure-To-Pay
Purchasing/AP Quick Reference Guide.  The guide provides clear, concise direction when determining the appropriate
purchasing method when conducting transactions on behalf of the University.  When indicated on the guide that
procurement card use is allowable to procure a specific goods or service, it would be University's preferred payment type
over others.  Utilization of the procurement card increases the efficiency of the purchase and payment of small dollar
acquisitions and is the primary purchasing method for delegated small dollar purchases. To access the guide, first ensure
that you are logged-in to the Purchasing Division website then visit: https://purchasing.uky.edu/sites/default/files/2021-
03/quickrefguide.pdf

## QUESTIONS?

Questions or requests for assistance should be emailed to concurexpense@uky.edu. Emails should be as detailed as
possible and need to contain screen shots when appropriate to assist with responses to your questions.

Visit the UFS Concur Travel & Expense Management website for Concur Quick Reference Guides and FAQs.

To see past issues of the Concur newsletter please click here.