University of Kentucky

CONCUR TRAVEL AND EXPENSE NEWSLETTER

November 6, 2020

RECENT CHANGES:

By popular request, the Comment fields from the individual expenses have been added to the UK-Detailed Report available in Concur.

The Procurement Card Manual has been updated and is available for review on the Procurement Card website: https://www.uky.edu/ufs/procurement-card

REMINDERS:

HOW OFTEN SHOULD I SUBMIT EXPENSE REPORTS

Procard Expense Reports shall be submitted once per month per cardholder at the end of the month. The Procard Expense Reports can be submitted with an unlimited number of transactions and should contain all of the transactions for the month being submitted. Expense reports with large volumes of transactions (more than 50 transactions) can be submitted more frequently, if necessary, in your department. A report with minimal transactions (under 50 expenses) may be sent back by your Business Office and/or Accounts Payable for further consideration of including additional available transactions for the month to the report, if necessary. Alternatively, your Business Office and/or Accounts Payable may also return multiple reports (submitted by one user, each containing minimal transactions for the same month), to request that the multiple reports be combined into one.

HOW DO I DENOTE A COVID-19 PURCHASE?

Please mark COVID-19 purchases by using the "Additional Information" field located on the Details tab of the Expense Type form. Do not add any additional text other than "COVID-19".

DOCUMENTATION REQUIREMENTS FOR A PROCARD TRANSACTION:

Don't forget, all procard transactions must be properly documented per the Procurement Card Manual. The documentation must support the propriety of the transaction and must contain a valid business purpose. A business purpose is not just a repeat of what you purchased but also WHY you purchased it. See the Procurement Card Manual for documentation requirements.

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.