University of Kentucky

CONCUR TRAVEL AND EXPENSE NEWSLETTER

JUNE 2021

YEAR-END DEADLINES FOR CONCUR EXPENSE REPORTS

The year-end process is a team effort, and it will take everyone on the team to remain compliant and achieve our goals. UFS greatly appreciates the assistance and cooperation of campus in getting several of the outstanding transactions and reports processed in the last few weeks! We have made great progress and look to our continued partnership, working together to meet our goals in accurately processing all required transactions prior to the close of the fiscal year, and in adherence to University policy.

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

Apart from following the year-end closing schedule, all procurement card transactions associated with a General Expense report should be submitted to Accounts Payable Services by the 15th calendar day of the following month. **Transactions more than 60 days past due will result in temporary suspension or cancelation of the procurement card.** 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 BPM E-7-16, the Procurement Card Manual, and Reimbursement of Travel Expenses BPM E-5-1 for further detail regarding the frequency and timeliness of reports.

TRAVEL EXPENSE REPORT TRAINING AND INFORMATIONAL RESOURCES

The university will continue to follow CDC guidelines for domestic and international travel, which continue to be updated. However, in effort to better prepare for future travel that is anticipated when COVID travel bans are fully lifted, it is strongly encouraged to review the Concur travel specific, training videos. The training videos are helpful step-by-step tutorials, providing guidance in preparing Travel Requests and/or Travel Expense Reports. The following videos can be located when signing into MyUK Learning and searching the following titles in the MyUK Learning search engine:

- Concur: Creating a Travel Request
- Concur: Creating a Travel Expense Report without a Travel Request
- Concur: Create a Travel Expense Report from a Pre-Approved Travel Request

For additional reference material, the information from the videos are further emphasized and documented in QRC format and located on the Concur Travel and Expense website at:

Concur - Create a Travel Request
Concur - Create and Submit a Travel Expense Report without a Request
Concur - Create and Submit a Travel Expense Report with a Preapproved Request

PIMARY REASONS FOR RETURNED TRAVEL REPORTS – HOW TO ENSURE SUCCESS

To avoid unnecessary returns of Travel Expense reports, the following three items have been identified as leading causes of returned reports. Prior to submitting a report to Accounts Payable Services (APS), cardholder, delegates, and approvers should review all Travel Expense Reports and resolve issues with:

- Missing or invalid documentation. For example: conference or meeting agenda not included; paid/itemized receipts not included when requesting reimbursement for an expense.
- Missing or inadequate business purpose. Repeating "traveled to XXXX (location)" without the reason for travel is not a valid business purpose.
- Claiming expenses not allowed by University of Kentucky travel policy E-5-1.

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.