

# CONCUR TRAVEL AND EXPENSE NEWSLETTER

MARCH 2022

## EXPIRING PROCUREMENT CARDS:

Standard procurement cards expire every 4 years. The actual expiration date is the last day of the month for which the card is set to expire. Replacement cards will be issued by US Bank and arrive in Accounts Payable Services (APS) approximately one month before the card expires. Procurement cards will then be forwarded to the cardholder's home address on file in the HR system.

In preparation of the expected delivery, if a home address needs updating (i.e. employee recently moved), employees can verify and/or edit their official home address through the Employee Self Service tab of myUK.

## FIRST ITEMIZE THEN ALLOCATE

On occasion when processing expenses, it may be necessary to both itemize and allocate one given expense in order to split an originating transaction across multiple expense types and/or cost objects. At a minimum, all transactions are required to be assigned to at least one Expense Type. However, when needed a transaction may be itemized to split the expense between multiple expense types. The same can be stated for the cost object, each expense report starts with a default cost object. If an expense must be charged to a different cost object or split between multiple cost objects, the expense must be allocated.

For instances when it is necessary to both itemize and allocate a single transaction it is imperative that the user first itemize, then allocate. Processing in reverse order will result in the allocation not being saved and an unsuccessful posting in SAP. A quick reference card (QRC) is available on the Concur Travel and Expense [website](#) providing details regarding the process of itemizing and allocating an expense entry within Concur.

## PROCUREMENT CARD TRAINING REQUIREMENT

The University Finance and Administration Specialized Training Initiative (FAST) has announced that all standard procurement cardholders are required to complete procurement card training. The training consists of one web-based course available via myUK Learning and takes approximately 30-minutes to complete. It is recommended that Google Chrome or Firefox is used when completing training.

New applicants submitting a procurement card application will have 30 days to complete training. Training will be assigned once an application is received and processed by Accounts Payable Services. Communication will be sent via email to each applicant during the application process informing them when the procurement card training has been assigned in myUK Learning and is available for them to complete. Cards will be disbursed upon completion of training. If you have questions regarding the required training, please email [procard@email.uky.edu](mailto:procard@email.uky.edu).

## RESEARCH SUBJECT PAYMENTS – CASH VS NON-CASH

When allocating Declining Balance procurement card transactions in the Concur Travel and Expense Management system, gift cards "are" cash equivalent and should be recognized as such by selecting the "Research Subject Payments" (GL 535022) expense type.

The other expense type “Non-Cash Research Subject Payments or Incentives” (GL 535042) would be selected for items that are not cash equivalent. An example of a non-cash research subject payment or incentive would be if a department elected to compensate a research subject by providing them with an item such as a baby car seat.

For further details regarding the two different expense types please refer to [Compensation to Research Subjects or Survey Participants BPM E-9-1](#).

## REMINDER TO CANCEL CARDS

When it is determined that a cardholder is either leaving the University, transferring to a different department, or has a change in employment status (no longer coded as a Regular Employee in the HR database), procurement card accounts should be canceled as soon as possible, and any transactions remaining in the Concur Travel and Expense Management system should be posted into SAP prior to the cardholder’s departure (or change in employment status). Requests to cancel a card should be sent to [procard@email.uky.edu](mailto:procard@email.uky.edu). Departmental Business Officers and/or Supervisors should monitor reporting on a normal basis to remain aware of all active cards in their area and the financial limits associated with those cards.

## RECENTLY RETURNED TRAVEL REPORTS

An up-tick in Concur Travel Expense Reports being returned for lack of business purpose has been recognized. To alleviate unnecessary returns, it is strongly encouraged that Travelers, Supervisors, and Approvers ensure that a clear business purpose is included with each transaction within a Concur Expense Report prior to submitting to APS for review.

A business purpose is a statement that adequately describes the expense as a necessary, reasonable, and appropriate business expense. When using University funds, documentation of a clear business purpose is required so that an approver, reviewer and/or auditor may reasonably conclude and agree that the expenditure supports or advances the goals, objectives, and mission of the University. Providing a valid business purpose is a requirement for Uniform Guidance and University policy. The 5 “Ws” (Who, What, When, Where, and Why) can be used to determine if the documentation and business purpose meet the University standards.

Another notable item resulting in an increase of returned Concur Travel Expense Reports includes mileage being incorrectly submitted. Employees claiming mileage for business travel should claim mileage from their work address. Mileage from a home address can only be claimed if the distance to the business destination is shorter from the home address.

Please refer to the [Procurement Card Manual](#) for further detail regarding the necessary criteria of a clear business purpose, and [Reimbursement of Travel Expenses BPM E-5-1](#) for guidance related to mileage reimbursement.

## REMAINING COMPLIANT AND AVOIDING CARD SUSPENSION

Cardholders 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.

General Expense reports can be submitted with an unlimited amount of transactions, and generally submitted once per month. However, when deemed necessary by the department, multiple reports for a single cardholder may be submitted in one given month. It is expected that departments continue to be mindful of potential additional costs incurred by the University when processing multiple reports in a month. To continue to operate as good financial stewards, reasonable discretion should be exercised when choosing to do so.



Procurement card transactions associated with a General Expense report should adhere to the [Concur Procard Transaction/Report Deadlines](#), ensuring procurement card transactions on a General Expense report are 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 should be submitted by the traveler *directly* after returning from a trip. Reports submitted after 60 days from the last day of travel are subject to taxation of reimbursement.

To further 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. It is equally important that when the user receives the returned report that they fully address all items presented in the comments section prior to submitting the report again. Fully employing this recommendation will reduce multiple returns for a single report and improve both timeliness and efficiency for all those involved.

It is also recommended that cardholders and/or delegates continue to build their report(s) throughout the month, not waiting until an approaching deadline is near. By doing so, this eliminates the rush to complete a report and provides ample time to address corrections and/or possible fraudulent activity.

Refer to [Procurement Cards BPM E-7-16](#), [Procurement Card Manual](#), and [Reimbursement of Travel Expenses BPM E-5-1](#) for any additional guidance regarding to the frequency and timeliness of reports.

## **FLEET FUEL CARD POLICY**

The University's Fleet Fuel Card (aka Voyager Fleet Card) policy [BPM E-7-19](#) was published and became in effect as of October 2021. The policy provides guidance that once the Voyager Fleet Card has been received in the department, the procurement card should no longer be used to purchase fuel for University owned or leased vehicles.

The procurement card should only be used to purchase fuel for short-term car rentals and car rentals while in travel status for University business. To further support the transaction, the Concur Expense Report comment (business purpose) should provide clarity that the purchase was for a short-term car rental or car rental while in travel status.

The procurement card nor the fleet fuel card should ever be used to purchase fuel for an employee's personal vehicle.

## **QUESTIONS?**

Questions or requests for assistance should be emailed to [concurexpense@uky.edu](mailto: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](#).