

## Concur – Payments on Behalf of Students

**Process: Payments on behalf of students may be processed on expense reports through Concur.**

### Procedures

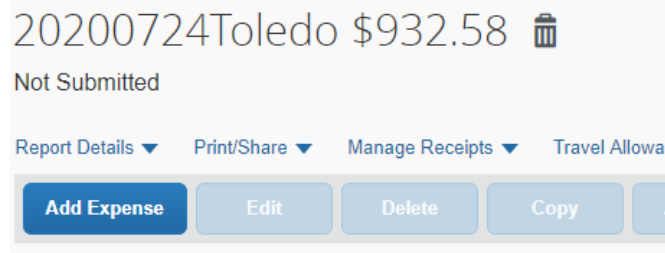
#### Business Procedures Manual

Refer to BPM E-7-14 for official university policies and procedures related to payments on behalf of students. A Payments on Behalf of Students (PBS) Form is required as documentation.

#### UK-Travel Policy

Use the UK-Travel Policy for student travel paid by an employee (whether by procard or out-of-pocket) while the employee is in travel status. These expenses are on the employee's travel expense report.

- On the Manage Expenses Screen of the Employee's travel expense report, click on Add Expense.



- Choose the student-related expense and click on Add To Report.

## Quick Reference Card – Concur

### Add Expense x

99+ Available Expenses+ Create New Expense

<input type="checkbox"/>	TEST-University Procard	Fuel	Service Stations	06/05/2020	\$-43.98
<input type="checkbox"/>	TEST-University Procard	Other Communications from External Vendor	Fax services	06/05/2020	\$93.11
<input checked="" type="checkbox"/>	TEST-University Procard	Parking	Local/Suburban Commuter Passenge	06/05/2020	\$30.05
<input type="checkbox"/>	TEST-University Procard	Tolls/Road Charges	Toll and Bridge Fees	06/04/2020	\$84.13
<input type="checkbox"/>	TEST-University Procard	Airfare	ROYAL AIR MAROC	06/04/2020	\$1,363.47
<input type="checkbox"/>	TEST-University Procard	Parking	Automobile Parking Lots & Garage	06/03/2020	\$52.60

Close Add To Report

- The expense will appear on the Manage Expenses Screen. Click on the Expense Type.

Report Details ▼ Print/Share ▼ Manage Receipts ▼ Travel Allowance ▼

Add Expense Edit Delete Copy Allocate Combine Expenses Move to ▼

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	DATE	Requested
<input type="checkbox"/>			TEST-University Procard	Parking	Local/Suburban Commuter Passenge Cincinnati, Ohio	06/05/2020	\$30.05

- On the Expense Type form:
  - Complete the required fields denoted with a red asterisk (\*).
    - Expense Type – be sure the Expense Type is accurate
    - Trip Type – choose the correct type from the drop down list
    - Trip Purpose – choose the correct purpose from the drop down list
    - Traveler Type = Must be "Student"
  - Add any additional information and comments as necessary

## Quick Reference Card – Concur

← → Parking \$30.05

06/05/2020 | Local/Suburban Commuter Passenge | Corporate Card

Details | Itemizations

Allocate \* Required field

Expense Type \*  
Parking

Transaction Date: 06/05/2020 | Trip Type \*: Domestic

Trip Purpose \*: 03. Conference/Workshop - Participar | Traveler Type \*: 03. Student

Additional Information: Parking at conference hotel | Vendor Name: Local/Suburban Commuter Passenge

City of Purchase: Cincinnati, Ohio | Payment Type: TEST-University Procard

Amount: 30.05 | Currency: US, Dollar

Transaction ID: Tccb4654e | Related Request/Expense Report

Comment: Grad Student Joe Miller - participant in National Geology Conference

- Add the receipt to the Expense Type.
  - Click on the Plus (+) to attach a receipt image.

Details | Itemizations | Hide Receipt

Allocate \* Required field

Expense Type \*  
Parking

Transaction Date: 06/05/2020 | Trip Type \*: Domestic

Trip Purpose \*: 03. Conference/Workshop - Participar | Traveler Type \*: 03. Student

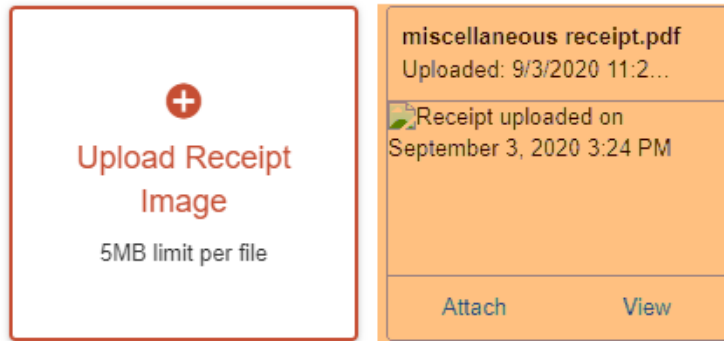
Additional Information: Parking at conference hotel | Vendor Name: Local/Suburban Commuter Passenge

City of Purchase: Cincinnati, Ohio | Payment Type: TEST-University Procard

+  
Attach Receipt Image

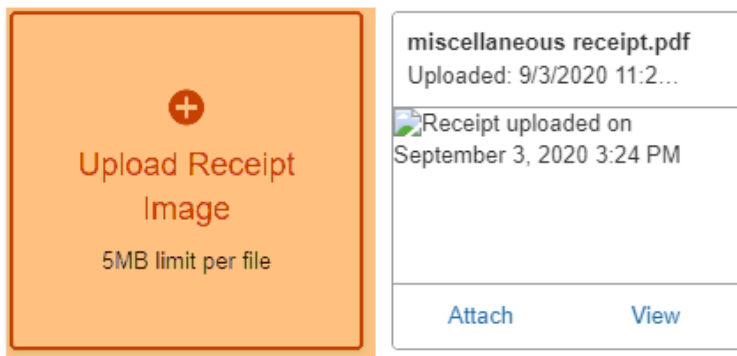
- If the receipt for the expense is already in the receipt library, click attach.

### Attach Receipt

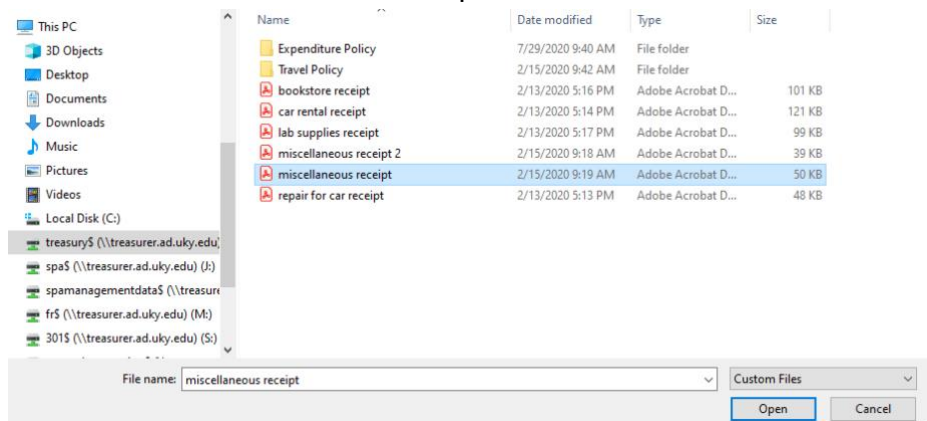


- If the receipt has been scanned but has not been uploaded, click on the Plus (+) to upload an image.

### Attach Receipt



- Choose the appropriate receipt and click on Open.



- The uploaded receipt will be added to the report.
- Add the completed PBS Form to the Expense Type as documentation.

Quick Reference Card – Concur

- At the bottom of the receipt image, click on Append.

Company Name

[Street Address]  
[City, ST ZIP]  
Phone: [000-000-0000]  
Fax: [000-000-0000]  
Website: someemail.com

**INVOICE**

DATE	12/19/2019
INVOICE #	[123456]
CUSTOMER ID	[123]
DUE DATE	1/8/2020

**BILL TO**

[Name]  
[Company Name]  
[Street Address]  
[City, ST ZIP]  
[Phone]

DESCRIPTION	TAXED	AMOUNT
[Service Fee]		200.00
[Labor: 5 hours at \$75/hr]	X	375.00
[Parts]		345.00

OTHER COMMENTS

1. 75% payment due in 30 days
2. Please include the invoice number on your check

SUBTOTAL	950.00
Taxable	345.00
Tax rate	6.250%
Tax due	21.56
Other	
<b>TOTAL</b>	<b>\$ 971.56</b>

Make all checks payable to [Your Company Name]

If you have any questions about this invoice, please contact [Name, Phone #, E-mail]

**Thank You For Your Business!**

<https://www.vertek42.com/Excel/Template/local/invoice-template.html> Invoice Template © 2010-2019 by Vertek42.com

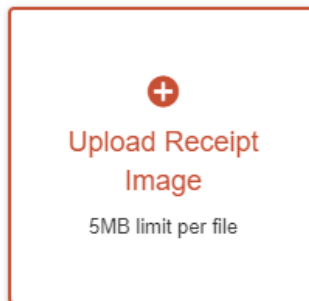
miscellaneous receipt.pdf

Detach Append

- Click on the Plus (+) to upload additional documentation.

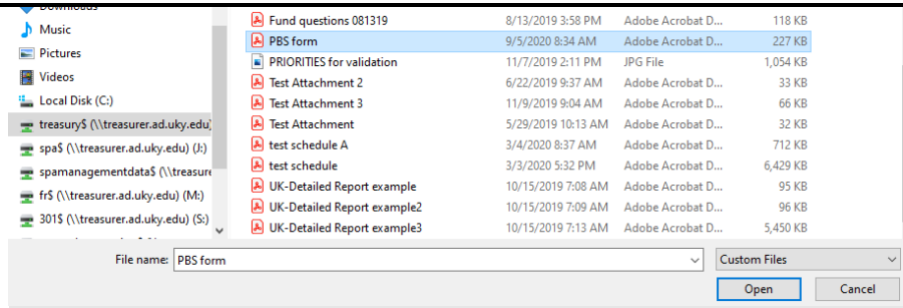
Append Receipt

Add an additional image to the existing



- Click on the completed PBS Form for the student expense and click Open.

Quick Reference Card – Concur



- The PBS Form is now part of the documentation for the Expense Type.

- When all information and documentation has been added, click on Save Expense.

Alerts: 1

WARN-This report contains expense(s) outside of the trip dates, please review for accuracy.

← → Parking \$30.05 Cancel Save Expense

06/05/2020 | Local/Suburban Commuter Passenge | Corporate Card

Details Itemizations Hide Receipt

Allocate

Expense Type \*  \* Required field

## UK-Expenditure Policy

Use the UK-Expenditure Policy for student expenses paid by an employee on their procurement card when the employee is not in travel status. The student expenses may be travel or non-travel related expenses.

- On the Manage Expenses Screen of the Employee’s procard expense report, click on Add Expense.

20200825AugustExp \$1,514.51

Not Submitted

Report Details Print/Share Manage Receipts Travel Allowance

Add Expense Edit Delete Copy Allocate

- Click on the available procard expense that is a payment on behalf of students and Add To Report.

Add Expense ×

99+ Available Expenses + Create New Expense

	TEST-University Procard	Description	Category	Date	Amount
<input type="checkbox"/>	TEST-University Procard	Business Meals <10 Attendees	Drinking Places (Alcoholic Bever	05/31/2020	\$60.28
<input checked="" type="checkbox"/>	TEST-University Procard	Undefined	Direct Marketing Continuity/Su	05/30/2020	\$29.36
<input type="checkbox"/>	TEST-University Procard	Public Transport	Bus Lines, Including Charters, T	05/30/2020	\$54.18
<input type="checkbox"/>	TEST-University Procard	Airfare	LAB (BOLIVIA)	05/29/2020	\$1,135.29
<input type="checkbox"/>	TEST-University Procard	Parking	Express Payment Service Merchant	05/29/2020	\$45.06
<input type="checkbox"/>	TEST-University Procard	Hotel	RICA HOTELS	05/26/2020	\$804.40

Close Add To Report

- Click on the Expense Type.

20200825AugustExp \$1,543.87

Not Submitted

Report Details Print/Share Manage Receipts Travel Allowance

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

Alerts	Receipt	Payment Type	Expense Type	Vendor Details
<input type="checkbox"/>			TEST-University Procard	Undefined Direct Marketing Continuity/Su Lexington, Kentucky

- On the Details Tab, choose the Expense Type.

Details | Itemizations

Allocate

Expense Type \*

Books, Pamphlets and Reprints

Recently Used

- Business Meals <10 Attendees
- Books, Pamphlets and Reprints
- Diesel Fuel
- Taxi
- Airfare

- Answer the question “Is this expense travel related?” and complete the fields based on the answer:

Is this expense travel related? \*

None Selected

None Selected

No

Yes

- **Yes** – this is student travel. Complete the required fields:
  - Trip Type
  - Trip Purposes
  - Traveler Type = Student
  - Additional Information or Comment fields - other identifying information for expense

Transaction Date: 05/30/2020

Is this expense travel related? \*: Yes

Trip Type \*: Domestic

Trip Purpose \*: 09. Research/Teaching

Traveler Type \*: 03. Student

Additional Information:



Quick Reference Card – Concur

- **No** – this is not student travel. Complete the fields below:
  - NonTravel Business Purpose = Payments on Behalf of Student
  - Additional Information or Comment fields – other identifying information for expense

Expense Type \*  
Books, Pamphlets and Reprints

Transaction Date  
05/30/2020

Is this expense travel related? \*  
No

NonTravel Business Purpose  
▼ (Payments on Behalf of Student) |

Additional Information  
Reprint for research project

Vendor Name  
Direct Marketing ♦ Continuity/Su

City of Purchase  
🌐 Lexington, Kentucky

Payment Type  
TEST-University Procard

Amount  
29.36

Currency  
US, Dollar

Transaction ID  
Tc1c35ac3

Related Request/Expense Report ?

Comment  
Jane Jones research project "Educational Methods for Pre-K Learning Objectives"

- Add the receipt to the Expense Type.
  - Click on the Plus (+) to attach a receipt image.

Expense Type \* Required Item  
Books, Pamphlets and Reprints

Transaction Date  
05/30/2020

Is this expense travel related? \*  
No


NonTravel Business Purpose  
▼ (Payments on Behalf of Student) |

Additional Information  
Reprint for research project

Vendor Name  
Direct Marketing ♦ Continuity/Su

City of Purchase  
🌐 Lexington, Kentucky

Payment Type

Attach Receipt Image 

- If the receipt for the expense is already in the receipt library, click attach.

### Attach Receipt

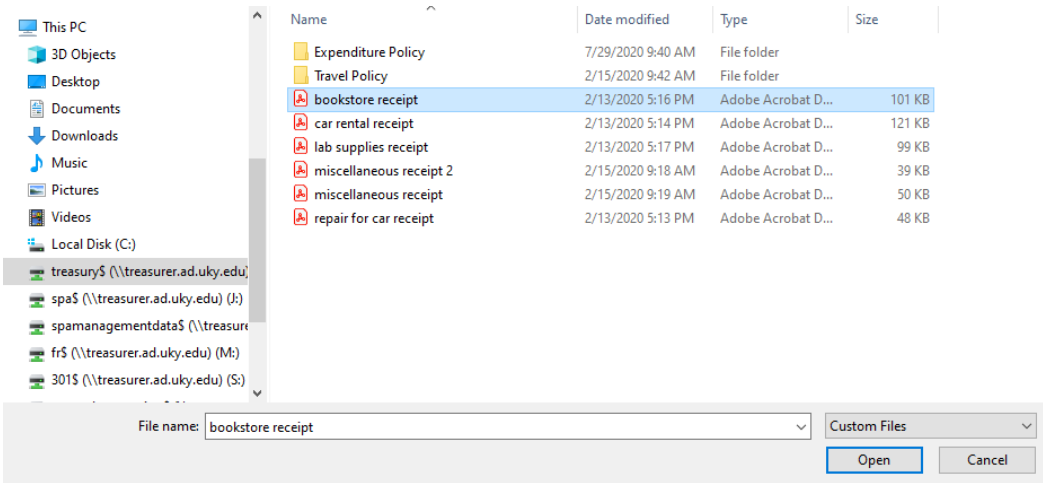
The screenshot shows the 'Attach Receipt' interface. On the left is a white box with a red plus sign icon, the text 'Upload Receipt Image', and '5MB limit per file'. On the right is an orange receipt card for 'miscellaneous receipt.pdf' with the upload date '9/3/2020 11:2...'. Below the card, it says 'Receipt uploaded on September 3, 2020 3:24 PM' and has 'Attach' and 'View' buttons.

- If the receipt has been scanned but has not been uploaded, click on the Plus (+) to upload an image.

### Attach Receipt

This screenshot is identical to the one above, showing the 'Attach Receipt' interface with the upload button and the receipt card for 'miscellaneous receipt.pdf'.

- Choose the appropriate receipt and click Open.



- The uploaded receipt will be added to the report.
- Add the completed PBS Form to the Expense Type as documentation.
  - At the bottom of the receipt image, click on Append.

PRODUCT DESCRIPTION	QUANTITY	UNIT RETAIL PRICE	DISC.	UNIT COST	EXT RETAIL	EXT COST
	0	0.00	0%	0.0000		
	0	0.00	0%	0.0000		
	0	0.00	0%	0.0000		
	0	0.00	0%	0.0000		
	0	0.00	0%	0.0000		
	0	0.00	0%	0.0000		
	0	0.00	0%	0.0000		
	0	0.00	0%	0.0000		
	0	0.00	0%	0.0000		
	0	0.00	0%	0.0000		
	0	0.00	0%	0.0000		
	0	0.00	0%	0.0000		
	0	0.00	0%	0.0000		
	0	0.00	0%	0.0000		
	0	0.00	0%	0.0000		
	0	0.00	0%	0.0000		
	0	0.00	0%	0.0000		
	0	0.00	0%	0.0000		
	0	0.00	0%	0.0000		
	0	0.00	0%	0.0000		
	0	0.00	0%	0.0000		
	0	0.00	0%	0.0000		
	0	0.00	0%	0.0000		
	0	0.00	0%	0.0000		


bookstore receipt.pdf

Detach                      Append

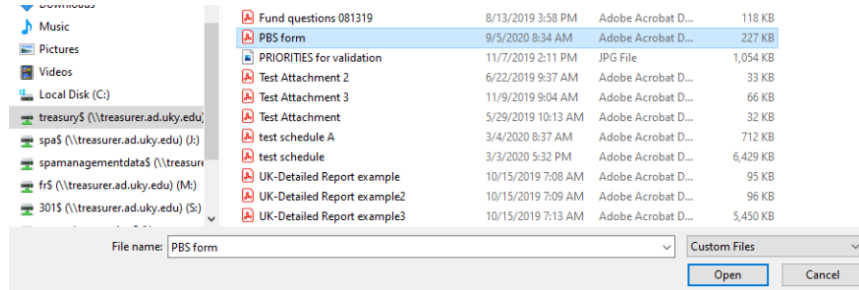
- Click on the Plus (+) to upload additional documentation.

### Append Receipt

Add an additional image to the existing

  
**Upload Receipt  
Image**  
5MB limit per file

- Click on the completed PBS Form for the student expense and click Open.



- The PBS Form is now part of the documentation for the Expense Type.

**UK University of Kentucky**  
**Payments on Behalf of Students (PBS)**  
 This form is to be used for payments made by PRD

Department Name: \_\_\_\_\_ Dept. Phone#: \_\_\_\_\_

Student Name	Student ID	Amount	Currently Pursuing a Degree at UK (Y or N)	PRD Document Number	Student's Initials * (if required)

**NOTE:** This form may be completed for awards/grants to multiple students if the answers to all questions below are the same for each student listed above. If answers below are not the same a separate form will need to be completed for each student.

**Is this payment a result of the student(s) being selected to receive an award under the University of Kentucky Student Awards Policy? (See Business Procedures 6-7-53)**  
 If yes, name of the award: \_\_\_\_\_  
 Award reference code (required if \$50 or more): \_\_\_\_\_  
 Please indicate the calendar year and term for this payment: \_\_\_\_\_

**Is this a payment for educational fees/forms required by a course(s) that will count towards the student's University of Kentucky degree?**  
 If yes, please describe additional/special costs required by this course that are not already included in the tuition charged to the student as part of the registration process: \_\_\_\_\_

**Is this payment a prize awarded to the student for winning a competition that is not related to education or scholastic efforts?**  
 If yes, indicate the name of competition or event: \_\_\_\_\_

**Check 1, 2 or 3 below and the statements under the statement you selected. Attach original receipts to document the expenses when appropriate.**

1. The primary purpose of funds on this SPV is for the benefit of the student:  
 The funds were solicited by the student.  
 The funds are for expenses directly related to research initiated and conducted by the student for his/her own research project, thesis, dissertation, etc.  
 The funds are to pay for supplies, equipment, etc. related to the student's own research.  
 The funds are to pay for non-conference/workshop travel related to the student's own research project, thesis, dissertation, etc.  
 The funds are to defray/reimburse the student's travel to attend a conference/workshop for educational purposes related to the student's own study and the student will not or has not provided any service or contribution to the conference/workshop on behalf of the University.  
 The funds are from a grant specifically for the purpose of enriching the student's education and training (e.g., training grants).

2. The primary purpose of funds on the SPV is for the benefit of the University. (Check the **one** statement that most accurately describes the nature of this payment.)  
 The funds are to defray/reimburse authorized personal student expenses for participation in a University of Kentucky function (e.g., expenses associated with participation in a university organization such as the Wildcat Marching Band, Concert Band, Obies, etc.)  
 The funds are for expenses incurred or to be incurred by the student and are necessary to further a research project or otherwise to fulfill the University's obligations under a contract or grant.  
 The funds are for expenses incurred or to be incurred by the student to attend a conference/event at which the student is officially representing the University at the request of a department.  
 The funds are for expenses incurred or to be incurred by the student to attend an academic conference to present his/her own research paper on behalf of the University.

3. Other. The reimbursement to the student is for other types of expenses. List each type: \_\_\_\_\_

\* Student initials are required when cash or cash equivalent (e.g. gift cards) are awarded.

- When all information and documentation has been added, click on Save Expense.

Books, Pamphlets and Reprints \$29.36

05/30/2020 | Direct Marketing | Continuity/Su | Corporate Card

Cancel Save Expense

Details Itemizations Hide Receipt

Allocate

Expense Type \*  
Books, Pamphlets and Reprints

Transaction Date  
05/30/2020

Is this expense travel related? \*  
No

NonTravel Business Purpose  
(Payments on Behalf of Student) I

Additional Information  
Reprint for research project

Vendor Name: \_\_\_\_\_ City of Purchase: \_\_\_\_\_

<b>Special Notes</b>	<ul style="list-style-type: none"><li>• The users and approvers must ensure that the PBS Form is included with all applicable expense reports that include payments on behalf of students.</li><li>• Audit Warning Reminder – When one of the conditions below is met, an action warning will appear which reminds the individuals at each workflow step that the PBS Form is required for the expense report:<ul style="list-style-type: none"><li>○ Traveler Type = Student</li><li>○ Non-travel Business Purpose = Payment on Behalf of Students</li></ul></li></ul> <p><small>⚠ ACTION: Per BPM E-7-14, please ensure that the required Payments on Behalf of Students (PBS) Form is attached along with your supporting documentation. <a href="#">View</a></small></p> <ul style="list-style-type: none"><li>• A separate PBS Form must be attached for each transaction on the expense report that is a Payment on Behalf of Students. A single PBS form for the entire report is considered supplementary information and is not adequate documentation for the expense report.</li></ul>
<b>Questions</b>	<ul style="list-style-type: none"><li>• Questions Contact Customer Service:<ul style="list-style-type: none"><li>○ Email – <a href="mailto:concurexpense@uky.edu">concurexpense@uky.edu</a></li></ul></li></ul>