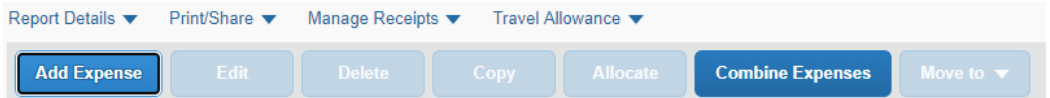# Concur – Personal Cardholder Expense

Process: In Concur, a procurement card holder may use their procard to purchase a personal item. When this occurs, the Personal Cardholder Expense type will be chosen by the user when adding expenses to the expense report. The amount of the personal expense will be deducted from the cardholder's wages through the payroll system.
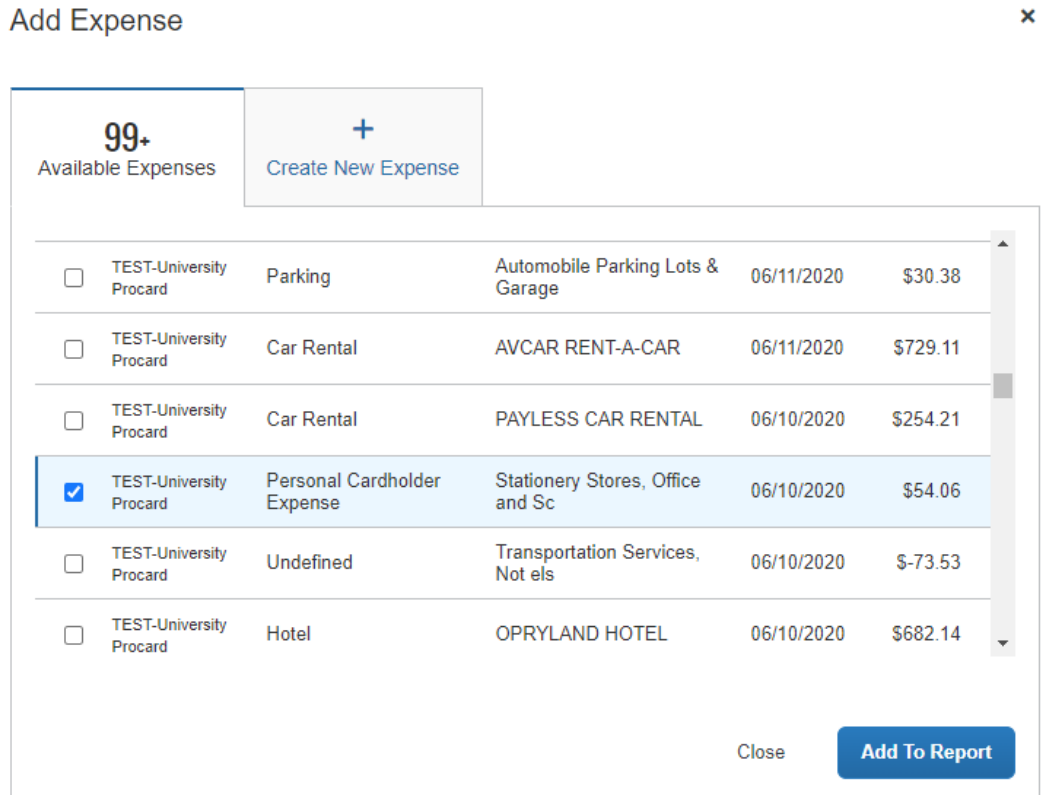
Procedures

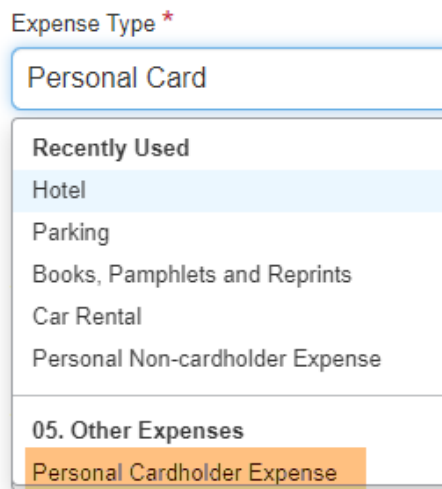|	
In an open expense report	• Click on Add Expense Report Details ▼ Print/Share ▼ Manage Receipts ▼ Travel Allowance ▼ **Add Expense** Edit Delete Copy Allocate **Combine Expenses** Move to ▼
Add the cardholder's procurement card expense to the expense report	• Click on the box to the left of the personal procurement card expense that was purchased by the cardholder • Click Add To Report Add Expense ✕ **99+** Available Expenses **+** Create New Expense <table><tr><td>☐</td><td>TEST-University Procard</td><td>Parking</td><td>Automobile Parking Lots & Garage</td><td>06/11/2020</td><td>$30.38</td></tr><tr><td>☐</td><td>TEST-University Procard</td><td>Car Rental</td><td>AVCAR RENT-A-CAR</td><td>06/11/2020</td><td>$729.11</td></tr><tr><td>☐</td><td>TEST-University Procard</td><td>Car Rental</td><td>PAYLESS CAR RENTAL</td><td>06/10/2020</td><td>$254.21</td></tr><tr><td>☑</td><td>TEST-University Procard</td><td>Personal Cardholder Expense</td><td>Stationery Stores, Office and Sc</td><td>06/10/2020</td><td>$54.06</td></tr><tr><td>☐</td><td>TEST-University Procard</td><td>Undefined</td><td>Transportation Services, Not els</td><td>06/10/2020</td><td>$-73.53</td></tr><tr><td>☐</td><td>TEST-University Procard</td><td>Hotel</td><td>OPRYLAND HOTEL</td><td>06/10/2020</td><td>$682.14</td></tr></table> Close **Add To Report**

- The procard expense will appear in the list of expenses in the report. Click on the expense type to open the procard expense.

- In the Expense Type field on the entry form, choose Personal Cardholder Expense.

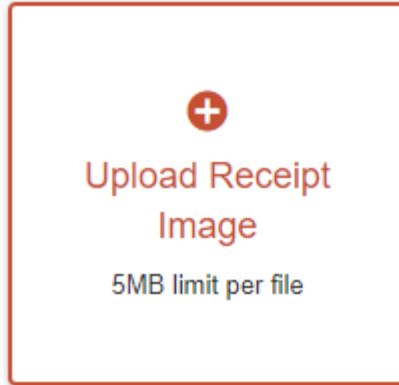- A receipt for the expense type can be added by clicking on the Attach Receipt Image to the right of the form.

- A receipt can be added by choosing a receipt from the receipt library or uploading the receipt image.

Attach Receipt

➕

Upload Receipt Image

5MB limit per file

- The Personal Cardholder Expense does not need to be allocated to a cost center because it will automatically post to a payroll fund and a general ledger account that have been programmed into Concur.

- Save the expense by clicking on the Save Expense button at the top or bottom of the expense form.

← → Personal Cardholder Expense $54.06   Cancel   **Save Expense**

06/10/2020 | Stationery Stores, Office and Sc | Corporate Card

- The Personal Cardholder Expense has successfully been added to the expense report.

Itemizing an expense where a portion is business related and a portion is a personal cardholder expense	Some Personal Cardholder Expenses are part of a legitimate business expense such as room service charges on a hotel invoice. In these cases, the business expense type should be itemized so the expense will charge to both the business expense and the personal cardholder expense.
	• Click on the box to the left of the personal procurement card expense that should be itemized between the business and personal cardholder expense.
	• Click Add To Report

Add Expense   ✕

	99+ Available Expenses	+ Create New Expense				
☐	TEST-University Procard	Undefined	Miscellaneous Publishing and Pri	06/04/2020	$-28.33
☐	TEST-University Procard	Undefined	Miscellaneous Publishing and Pri	06/04/2020	$28.33
☑	TEST-University Procard	Airfare	FINNAIR	06/04/2020	$368.10
☐	TEST-University Procard	Car Rental	BROOKS RENT-A-CAR	06/04/2020	$451.02
☐	TEST-University Procard	Business Meals <10 Attendees	Eating places and Restaurants	06/03/2020	$-50.96
☐	TEST-University Procard	Undefined	Airports, Airport Terminals	06/03/2020	$67.24

                                                        Close   **Add To Report**

• The procard expense will appear in the list of expenses in the report. Click on the expense type to open the procard expense.

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		Amount	Requested
☐	⚠	+	TEST-University Procard	Airfare	FINNAIR Paducah, Kentucky	06/04/2020	$368.10	$368.10

• Complete any pertinent information on the expense type form and attach the receipt.

4

- Click on the Itemizations tab and click Create Itemization.

- Click the same expense type chosen on the form page.

Details	Itemizations

Amount	Itemized	Remaining
$368.10	$0.00	$368.10

New Itemization

Expense Type *

Search for an expense type

Recently Used

Airfare

- Be sure everything copied down from the details page and then enter the amount of the itemization to the expense type.

Airfare $368.10
06/04/2020 | FINNAIR | Corporate Card

Details	Itemizations

Amount	Itemized	Remaining
$368.10	$0.00	$368.10

New Itemization

Allocate

* Required field

Expense Type *

Airfare

Transaction Date *	Trip Type *
06/04/2020	Domestic

Trip Purpose *	Traveler Type *
09. Research/Teaching	01. Employee

Additional Information	Ticket Number

Amount *	Currency
184.05	US, Dollar

Transaction ID	Related Request/Expense Report
Taa4e6725	

- Click on the Save Itemization button.

Airfare $368.10
Cancel   **Save Itemization**

06/04/2020 | FINNAIR | Corporate Card

Details	Itemizations	Hide Receipt

Amount	Itemized	Remaining
$368.10	$0.00	$368.10

- Add the next expense type to be itemized by clicking on Create Itemization.

7

- Add the Personal Cardholder Expense type and the amount.

- Click on Save Itemization

8

- Once all the expense types have been added to the itemization, be sure the itemization form shows $0.00 remaining to be itemized.

- Click on Save Expense.

- The itemization process for the expense is complete.

Special Notes	- Personal Cardholder Expenses are **not** allowable business expenses and the cardholder is responsible for categorizing the personal expenses appropriately on the expense report. - To reimburse the university, the Personal Cardholder Expenses will deduct from the cardholder's wages through the university's payroll process. Because of this, the department does not need to track the personal cardholder expenses or to collect a reimbursement from the cardholder.

Questions	• Questions Contact Customer Service: ◦ Email – concurexpense@uky.edu