

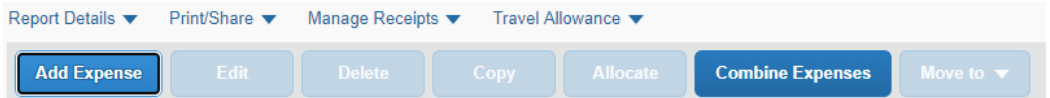
## Concur – Personal Cardholder Expense

**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

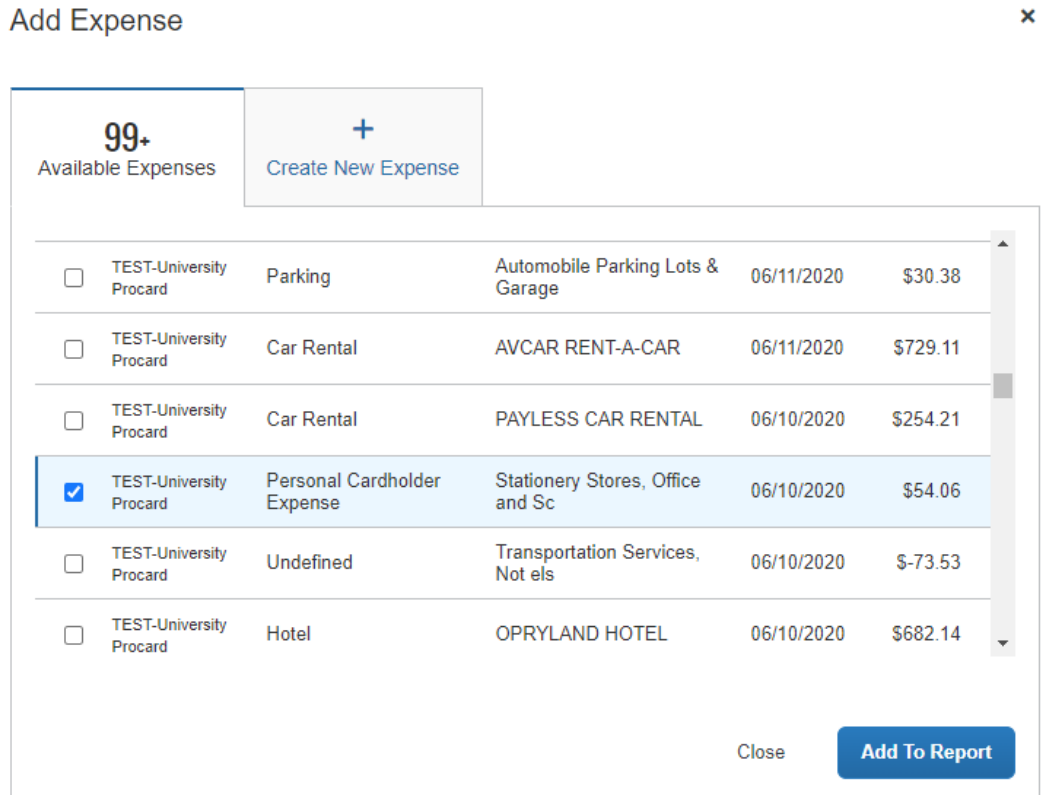
#### In an open expense report

- Click on Add Expense



#### 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



## Quick Reference Card – Personal Cardholder Expense

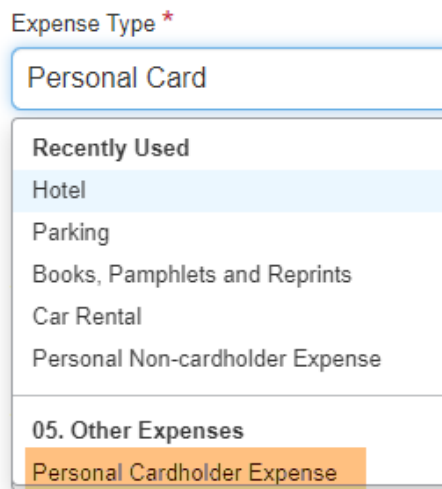
- The procard expense will appear in the list of expenses in the report. Click on the expense type to open the procard expense.



The screenshot shows a report header with options: Report Details, Print/Share, Manage Receipts, and Travel Allowance. Below are buttons for Add Expense, Edit, Delete, Copy, Allocate, Combine Expenses, and Move to. A table lists expenses with columns for Alerts, Receipt, Payment Type, Expense Type, Vendor Details, Date, Amount, and Requested.

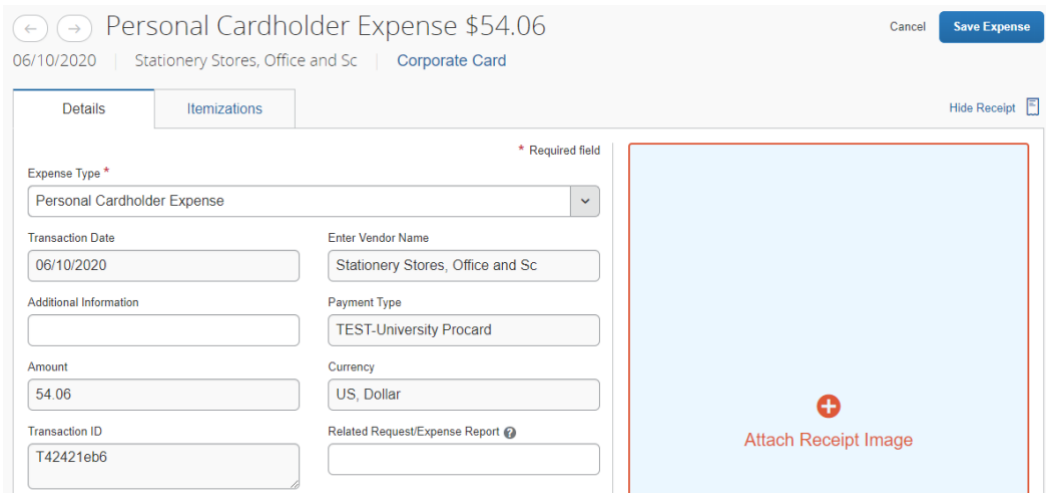
Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount	Requested
<input type="checkbox"/>		TEST-University Procard	Personal Cardholder Expense	Stationery Stores, Office and Sc	06/10/2020	\$54.06	\$0.00

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



The screenshot shows the 'Expense Type' dropdown menu. The selected option is 'Personal Card'. Other options include 'Hotel', 'Parking', 'Books, Pamphlets and Reprints', 'Car Rental', 'Personal Non-cardholder Expense', and '05. Other Expenses' which is expanded to show '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.

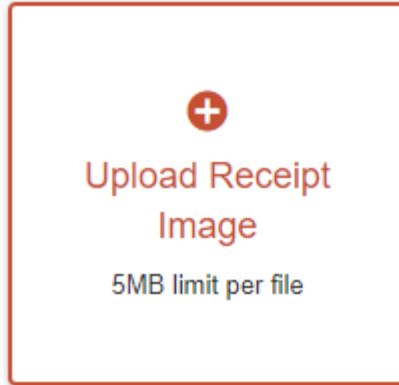


The screenshot shows the 'Personal Cardholder Expense \$54.06' entry form. It includes fields for Transaction Date (06/10/2020), Enter Vendor Name (Stationery Stores, Office and Sc), Additional Information, Amount (54.06), Transaction ID (T42421eb6), Payment Type (TEST-University Procard), Currency (US, Dollar), and Related Request/Expense Report. A large blue box on the right contains a red plus icon and the text 'Attach Receipt Image'. Buttons for 'Cancel' and 'Save Expense' are at the top right.

## Quick Reference Card – Personal Cardholder Expense

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

### Attach Receipt



- 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.



- 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 x

99+ Available Expenses
+ Create New Expense

<input type="checkbox"/>	TEST-University Procard	Undefined	Miscellaneous Publishing and Pri	06/04/2020	\$-28.33
<input type="checkbox"/>	TEST-University Procard	Undefined	Miscellaneous Publishing and Pri	06/04/2020	\$28.33
<input checked="" type="checkbox"/>	TEST-University Procard	Airfare	FINNAIR	06/04/2020	\$368.10
<input type="checkbox"/>	TEST-University Procard	Car Rental	BROOKS RENT-A-CAR	06/04/2020	\$451.02
<input type="checkbox"/>	TEST-University Procard	Business Meals <10 Attendees	Eating places and Restaurants	06/03/2020	\$-50.96
<input type="checkbox"/>	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

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Amount	Requested
<input type="checkbox"/>			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.

## Quick Reference Card – Personal Cardholder Expense

← → Airfare \$368.10 Cancel Save Expense

06/04/2020 | FINNAIR | Corporate Card

Details **Itemizations** Hide Receipt

**Allocate** \* Required field

Expense Type \*  
Airfare

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

Trip Purpose \*  
09\_Research/Teaching  
Traveler Type \*  
01\_Employee

Additional Information  
Vendor  
FINNAIR

Ticket Number  
Vendor Name  
FINNAIR

Destination City \*  
Paducah, Kentucky  
Payment Type  
TEST-University Procard

Amount  
368.10  
Currency  
US, Dollar

Transaction ID  
Taa4e6725  
Related Request/Expense Report

Attach Receipt Image

- Click on the Itemizations tab and click Create Itemization.

← → Airfare \$368.10

06/04/2020 | FINNAIR | Corporate Card

Details **Itemizations**

Amount	Itemized	Remaining
\$368.10	\$0.00	\$368.10

Create Itemization More Actions

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

Quick Reference Card – Personal Cardholder Expense

Details	Itemizations	
Amount	Itemized	Remaining
\$368.10	\$0.00	\$368.10

*New Itemization*

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.

Quick Reference Card – Personal Cardholder Expense

← → Airfare \$368.10  
06/04/2020 | FINNAIR | Corporate Card

Details		Itemizations	
Amount	\$368.10	Itemized	\$0.00
		Remaining	\$368.10

**New Itemization**  
⊕ Allocate \* Required field

Expense Type \*  
Airfare

Transaction Date \*  
06/04/2020

Trip Type \*  
Domestic

Trip Purpose \*  
09. Research/Teaching

Traveler Type \*  
01. Employee

Additional Information

Ticket Number

Amount \*  
184.05

Currency  
US, Dollar

Transaction ID  
Taa4e6725

Related Request/Expense Report ?

- Click on the Save Itemization button.

← → Airfare \$368.10 Cancel **Save Itemization**

06/04/2020 | FINNAIR | Corporate Card Hide Receipt

Details		Itemizations	
Amount	\$368.10	Itemized	\$0.00
		Remaining	\$368.10

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

Quick Reference Card – Personal Cardholder Expense

Details		Itemizations	
Amount	\$368.10	Itemized	\$184.05
		<b>!</b> Remaining	\$184.05
<input type="checkbox"/> <b>Date</b> ▲		<input type="checkbox"/> <b>Expense Type</b>	
<input type="checkbox"/> 06/04/2020		<input type="checkbox"/> Airfare	
		Requested	
		\$184.05	

- Add the Personal Cardholder Expense type and the amount.

Details		Itemizations	
Amount	\$368.10	Itemized	\$184.05
		<b>!</b> Remaining	\$184.05
<i>New Itemization</i>			
* Req			
Expense Type *			
Personal Cardholder Expense			
Transaction Date *		Additional Information	
06/04/2020		spouse ticket	
Amount *		Currency	
184.05		US, Dollar	
Transaction ID		Related Request/Expense Report ?	
Taa4e6725			

- Click on Save Itemization

← → Airfare \$368.10 Cancel **Save Itemization**

06/04/2020 | FINNAIR | Corporate Card Hide Receipt

Details		Itemizations	
Amount	\$368.10	Itemized	\$184.05
		<b>!</b> Remaining	\$184.05



Quick Reference Card – Personal Cardholder Expense

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

← → Airfare \$368.10  
06/04/2020 | FINNAIR | Corporate Card

Details | Itemizations

Amount	Itemized	Remaining
\$368.10	\$368.10	\$0.00

Create Itemization | More Actions ▾

<input type="checkbox"/>	Alerts	Date ▲	Expense Type	Requested
<input type="checkbox"/>		06/04/2020	Airfare	\$184.05
<input type="checkbox"/>	⚠	06/04/2020	Personal Cardholder Expense	\$0.00 Personal

- Click on Save Expense.

← → Airfare \$368.10 Cancel Save Expense  
06/04/2020 | FINNAIR | Corporate Card

Details | Itemizations | Hide Receipt 📄

Amount	Itemized	Remaining
\$368.10	\$368.10	\$0.00

- 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.

Quick Reference Card – Personal Cardholder Expense

**Questions**

- Questions Contact Customer Service:
  - Email – [concurexpense@uky.edu](mailto:concurexpense@uky.edu)