Concur – Personal Non-cardholder Expense

Process: In some areas, a procurement card holder may allow another employee to "check out" their card to make a business purchase. In the unlikely event the non-cardholder inadvertently uses the procard for the purchase of a personal item, the Personal Non-cardholder Expense type will be used to charge the expense in Concur.

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 non- 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 non-cardholder Click Add To Report Add Expense 	×
	99₊ + Available Expenses Create New Expense	
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	TEST-University Fraud/Disputed Charge Drinking Places (Alcoholic 06/08/2020 \$87.70 Bever	-
	TEST-University Cell Phone Services VisaPhone 06/08/2020 \$-104.56	
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	 Click on Save Expense. Fuel \$62.79 Gold Automated Fuel Dispensers Corporate Card Details Itemizations Exercating \$62.79 \$62.79 \$0.00 The itemization process for the expense is complete.
Special Notes	 Use of the Personal Non-cardholder Expense type should be rare. The Personal Non-cardholder Expense will be charged in SAP using GL 540363. The Personal Non-cardholder Expense should ONLY be charged to a cost center cost object type and is not allowed on WBS elements, funds, or internal orders. It is the department's responsibility to have the non-cardholder who made the personal purchase reimburse the university in a timely manner. When the funds are received, the transmittal should credit the 540363 GL as a reduction of expense.
Questions	 Questions Contact Customer Service: Email – concurexpense@uky.edu