

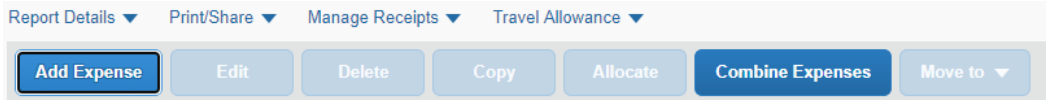
Concur – Personal Non-cardholder Expense

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



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

<input type="checkbox"/>	TEST-University Procard	Hotel	THE ELIOT HOTEL	06/09/2020	\$1,466.85
<input type="checkbox"/>	TEST-University Procard	Fraud/Disputed Charge	Drinking Places (Alcoholic Bever	06/08/2020	\$87.70
<input type="checkbox"/>	TEST-University Procard	Cell Phone Services from External Vendor	VisaPhone	06/08/2020	\$-104.56
<input checked="" type="checkbox"/>	TEST-University Procard	Undefined	Drug Stores and Pharmacies	06/07/2020	\$102.88
<input type="checkbox"/>	TEST-University Procard	Airfare	WIDEROOS FLYVESELSKAP	06/07/2020	\$1,431.93
<input type="checkbox"/>	TEST-University Procard	Undefined	Computer Software Stores	06/07/2020	\$105.65

Close

Quick Reference Card – Personal Non-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.

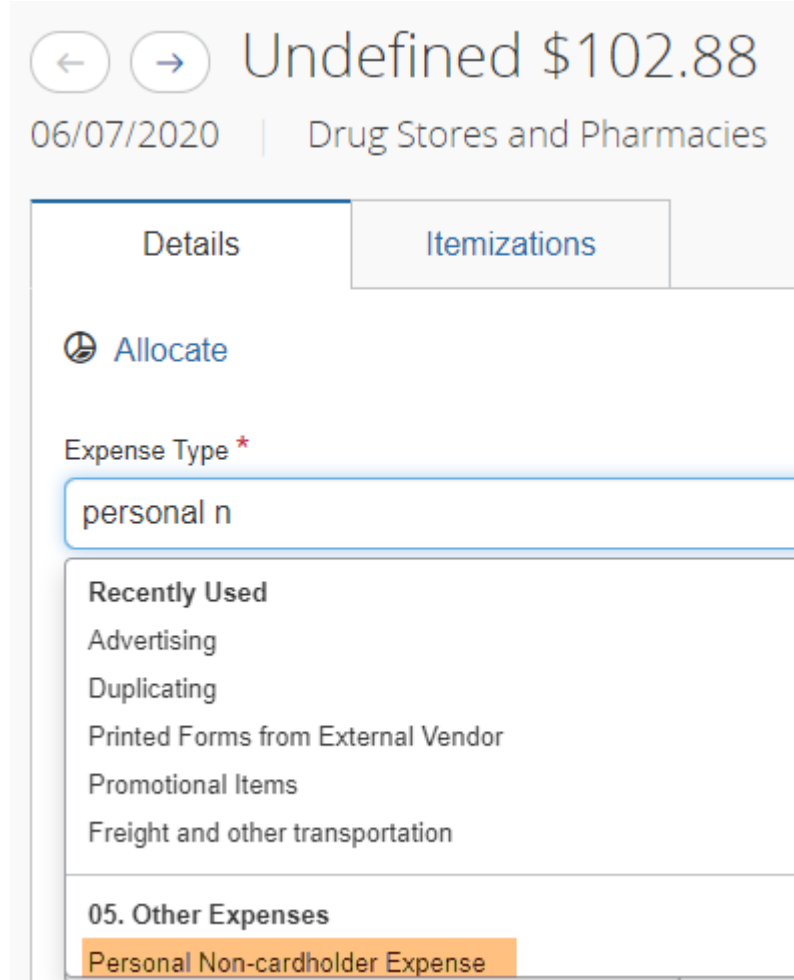


Report Details ▾ Print/Share ▾ Manage Receipts ▾ Travel Allowance ▾

[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	Undefined	Drug Stores and Pharmacies Lexington, Kentucky	06/07/2020	\$102.88

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



← → Undefined \$102.88
06/07/2020 | Drug Stores and Pharmacies

[Details](#) [Itemizations](#)

Allocate

Expense Type *

personal n

Recently Used

- Advertising
- Duplicating
- Printed Forms from External Vendor
- Promotional Items
- Freight and other transportation

05. Other Expenses

- Personal Non-cardholder Expense**

Quick Reference Card – Personal Non-cardholder Expense

- Many of the fields on the form will prepopulate with information from the procurement card. Two fields must be completed for this expense type:

- Additional Information – enter the name of the non-cardholder employee who made the personal purchase

The screenshot shows a form with two tabs: 'Details' and 'Itemizations'. Below the tabs is an 'Allocate' button with a circular icon. The 'Expense Type *' field is set to 'Personal Non-cardholder Expense'. The 'Transaction Date' field is set to '06/07/2020'. The 'Additional Information' field is highlighted in orange and contains the text 'Doe, John'.

- Employee ID – enter the 8 digit employee ID of the non-cardholder employee. If the ID has leading zeros, only enter the numbers after the zeros. Example, 00002228 would be entered as 2228.

The screenshot shows the same form as above, but with the 'Employee ID' field highlighted in orange and containing the text '10028996'. The 'Additional Information' field is no longer highlighted.

Quick Reference Card – Personal Non-cardholder Expense

- Attach a receipt for the expense type by clicking on the Attach Receipt Image to the right of the form.

Personal Non-cardholder Expense \$102.88

06/07/2020 | Drug Stores and Pharmacies | Corporate Card

Cancel Save Expense

Details Itemizations Hide Receipt

Allocate

* Required field

Expense Type *
Personal Non-cardholder Expense

Transaction Date: 06/07/2020
Enter Vendor Name: Drug Stores and Pharmacies

Additional Information: Doe, John
Payment Type: TEST-University Procard

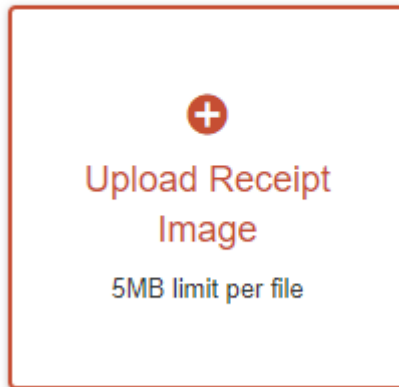
Amount: 102.88
Currency: US, Dollar

Employee ID: 10028996
Transaction ID: T2972cf50

Attach Receipt Image

- Add the receipt by choosing a receipt that is in the receipt library or upload the receipt image.

Attach Receipt



Quick Reference Card – Personal Non-cardholder Expense

- If a cost object other than the one on the report header should be added for this expense, a new allocation will need to be added. This allocation step can be skipped if a different cost center is not needed.

- Click the Allocate option at the top of the form.

Personal Non-cardholder Expense \$102.88
06/07/2020 | Drug Stores and Pharmacies | Corporate Card

Details | Itemizations

Allocate

* Required field

- Click on the Add button

Allocate
Expenses: 1 | \$102.88

Percent	Amount
	Amount
	\$102.88
	Allocated \$102.88
	100%

Default Allocation

Code
HEQAS300-UK00-WBS-3200000383-0011890200

Add Edit Remove Save as Favorite

- Choose the Cost Center Cost Object Type

Add Allocation

New Allocation Favorite Allocations

Logical System * (HEQAS300) Logical System Company Code * (UK00) Company Code

Cost Object Type * WBS Cost Object ID * (3200000383) LATEXI

Fund

- (HEQAS300-UK00-CC-1012005250) SOCIAL WORK GEN FUND
- (HEQAS300-UK00-CC-1013195050) CLN - DEPT
- (HEQAS300-UK00-WBS-4207454400) MAIN BLDG - PROJ GROUP 1
- (HEQAS300-UK00-WBS-4207451200) HILLTOP-THE 90 CROSSWALK PROJECT
- (CC) Cost Center
- (FD) Inventory Use Only
- (IO) Internal Order
- WBS

Quick Reference Card – Personal Non-cardholder Expense

- Add the Cost Object ID where this expense should be charged.

Cost Object ID * 4

▼ (1012000860) STATE-DEAN'S OFF

- Click the Add to List button.

Add Allocation ×

+★

New AllocationFavorite Allocations

Logical System * 1 * Required field

▼ (HEQAS300) Logical System

Company Code * 2

▼ (UK00) Company Code

Cost Object Type * 3

▼ (CC) Cost Center

Cost Object ID * 4

▼ (1012000860) STATE-DEAN'S OFF

Fund 5

▼ Search by Code

Statistical Order

▼ Search by Code

Cancel Add to List

- On the Allocation screen, click on the Save button at the bottom of the screen.

AddListRemoveSave as Favorite

<input type="checkbox"/>	Logical System	Company Code	Cost Object Type	Cost Object ID	Fund	Statistical Order	Costs	Percent %
<input type="checkbox"/>	Logical System	Company Code	Cost Center	STATE-DEAN'S OFFICE			HEQAS300-UK00-CC-1012000860	100

Cancel Save

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

← →Personal Non-cardholder Expense \$102.88Cancel Save Expense

06/07/2020Drug Stores and PharmaciesCorporate Card

- The Personal Non-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 non-cardholder expense

- Click on the box to the left of the procurement card expense that should be itemized between the business and personal non-cardholder expense.
- Click Add To Report

Add Expense

Procurement	Expense Type	Vendor	Date	Amount
<input checked="" type="checkbox"/>	TEST-University Procard	Personal Non-cardholder Expense	Automated Fuel Dispensers	06/14/2020 \$62.79

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

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount	Requested
<input type="checkbox"/>		TEST-University Procard	Personal Non-cardholder Expense	Automated Fuel Dispensers	06/14/2020	\$62.79	\$62.79

- Choose the Business Related expense type on the Details form.

06/14/2020 | Automated Fuel Dispensers | Corporate Card

Details | Itemizations

Allocate * R

Expense Type *

Fuel

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

Quick Reference Card – Personal Non-cardholder Expense

← → Fuel \$62.79 Cancel

06/14/2020 | Automated Fuel Dispensers | Corporate Card

Details | Itemizations

Allocate * Required field

Expense Type *
Fuel

Transaction Date: 06/14/2020 | Trip Type *: Domestic

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

Additional Information: | Vendor Name: Automated Fuel Dispensers

City of Purchase: Paducah, Kentucky | Payment Type: TEST-University Procard

Amount: 62.79 | Currency: US, Dollar

Transaction ID: T2d32e7ed | Related Request/Expense Report

Attach Receipt Image

- Click on the Itemizations tab and click Create Itemization.

← → Fuel \$62.79

06/14/2020 | Automated Fuel Dispensers | Corporate Card

Details | **Itemizations**

Amount	Itemized	Remaining
\$62.79	\$0.00	\$62.79

[Create Itemization](#) [More Actions](#) ▼

- Click the same expense type chosen on the Details Tab.

Quick Reference Card – Personal Non-cardholder Expense

← → Fuel \$62.79
06/14/2020 | Automated Fuel Dispensers | Corporate Card

Details | Itemizations

Amount	Itemized	Remaining
\$62.79	\$0.00	\$62.79

New Itemization

Expense Type *

Recently Used

- Fuel

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

Details | Itemizations

Amount	Itemized	Remaining
\$62.79	\$0.00	\$62.79

New Itemization

Allocate * Req

Expense Type *

Transaction Date *

Trip Type *

Trip Purpose *

Traveler Type *

Additional Information

Amount *

Currency

Transaction ID

Related Request/Expense Report

- Click on the Save Itemization button.

← → Fuel \$62.79 Cancel **Save Itemization**

06/14/2020 | Automated Fuel Dispensers | Corporate Card Hide Receipt

Details | Itemizations

Amount	Itemized	Remaining
\$62.79	\$0.00	\$62.79

Quick Reference Card – Personal Non-cardholder Expense

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

← → Fuel \$62.79
06/14/2020 | Automated Fuel Dispensers | Corporate Card

Details | Itemizations

Amount	Itemized	Remaining
\$62.79	\$55.00	\$7.79

Create Itemization | More Actions ▾

<input type="checkbox"/>	Alerts	Date ▲	Expense Type	Requested
<input type="checkbox"/>	⚠	06/14/2020	Fuel	\$55.00

- Add the Personal Non-cardholder Expense type.

← → Fuel \$62.79
06/14/2020 | Automated Fuel Dispensers | Corporate Card

Details | Itemizations

Amount	Itemized	Remaining
\$62.79	\$55.00	\$7.79

New Itemization

Expense Type *

personal n|

Recently Used

- Fuel
- Books, Pamphlets and Reprints
- Personal Cardholder Expense
- Car Rental
- Public Transport

05. Other Expenses

Personal Non-cardholder Expense

Quick Reference Card – Personal Non-cardholder Expense

- Add the following:
 - Amount = amount of personal expense
 - Additional Information = name of employee with the personal non-cardholder expense
 - Employee ID = Person ID of the employee with the personal non-cardholder expense

Details		Itemizations	
Amount	\$62.79	Itemized	\$55.00
		Remaining	\$7.79

New Itemization

Allocate * Required field

Expense Type *

Transaction Date *

Additional Information

Amount *

Currency

Employee ID

Transaction ID

- Click on Save Itemization

← → Fuel \$62.79 Cancel **Save Itemization**

06/14/2020 | Automated Fuel Dispensers | Corporate Card Hide Receipt

Details		Itemizations	
Amount	\$62.79	Itemized	\$55.00
		Remaining	\$7.79

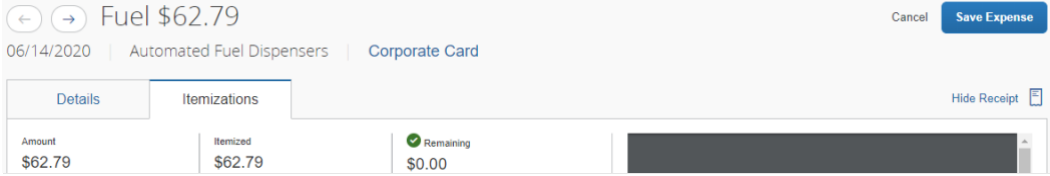
- Once all the expense types have been added to the itemization, be sure the itemization form shows \$0.00 remaining to be itemized.

Details		Itemizations	
Amount	\$62.79	Itemized	\$62.79
		Remaining	\$0.00

Create Itemization More Actions ▾

<input type="checkbox"/>	Alerts	Date ▲	Expense Type	Requested
<input type="checkbox"/>		06/14/2020	Fuel	\$55.00
<input type="checkbox"/>		06/14/2020	Personal Non-cardholder Expense	\$7.79

Quick Reference Card – Personal Non-cardholder Expense

	<ul style="list-style-type: none"> • Click on Save Expense.  <ul style="list-style-type: none"> • The itemization process for the expense is complete.
<p>Special Notes</p>	<ul style="list-style-type: none"> • 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.
<p>Questions</p>	<ul style="list-style-type: none"> • Questions Contact Customer Service: <ul style="list-style-type: none"> ◦ Email – concurexpense@uky.edu