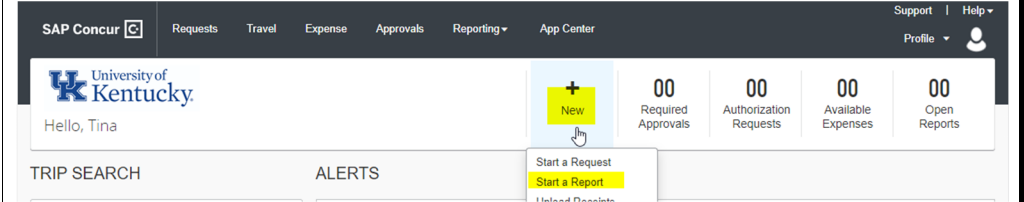


Create and Submit a Monthly Mileage (MM) Travel Expense Report

Procedures to create and submit a monthly mileage (MM) travel expense report. Reports will be routed to the appropriate supervisor and business officer for review/approval via Concur workflow.

Procedures	
<p>From the Concur launch page, click on the "+ New" and select "Start a Report".</p>	 <p>The screenshot shows the SAP Concur interface for a user named Tina. The top navigation bar includes 'Requests', 'Travel', 'Expense', 'Approvals', 'Reporting', and 'App Center'. The main content area features a 'New' button with a plus sign, and a dropdown menu that is open, showing 'Start a Request' and 'Start a Report' (highlighted in yellow). Other metrics shown include '00 Required Approvals', '00 Authorization Requests', '00 Available Expenses', and '00 Open Reports'.</p>
	<p>County extension employees in Field Programs are <u>not</u> required to submit a travel request for normal monthly mileage travel reports.</p>

Create and Submit a Monthly Mileage (MM) Travel Expense Report

The Create New Report screen will open.

Complete the required fields. Required fields are marked by a red (*).

Be sure to scroll down to view all fields on the Create New Report Screen.

Complete the required fields with the travel information.

The screenshot shows the 'Create New Report' form with the following fields and values:

- Policy ***: *UK-General Travel Policy
- Trip Name ***: MMDDYY-MM-Initials-Other
- Trip Start Date ***: 08/01/2020
- Trip End Date ***: 08/31/2020
- Business Destination ***: Monthly Mileage Log
- Trip Purpose ***: 10. Agriculture Ext-County Travel
- Traveler Type ***: 01. Employee
- Personal Dates of Travel**: (Empty)
- Additional Information**: (Empty)
- Cost Object Type ***: (CC) Cost Center
- Cost Object ID ***: (1013250001) BATH - CES INCOME
- Fund**: (Empty)
- Statistical Order**: (Empty)
- Comments To/From Approver/Processor**: (Empty)
- Claim Travel Allowance**: No, I do not want to claim Travel Allowance

The following Create New Report fields are required:

- **Policy:** To create a Concur Travel Expense Report, choose the “General Travel Policy”
- **Trip Name:** See Travel Report Naming Conventions QRG
- **Trip Start Date:** First date of the month.
- **Trip End Date:** Last date of the month.
- **Business Destination:** Enter “See monthly mileage log”
- **Trip Purpose:** Choose the correct trip purpose from the dropdown menu.

The screenshot shows the 'Trip Purpose' dropdown menu with the following options:

- None Selected
- 01. Advancement/Fundraising
- 02. Capital Construction
- 03. Conference/Workshop - Participant
- 04. Conference/Workshop - Speaker
- 05. Group/Team Travel
- 06. Meeting/Collaboration
- 07. Other Travel
- 08. Recruiting
- 09. Research/Teaching
- 10. Agriculture Ext-County Travel** (Selected)
- 11. Agriculture Ext-Professional Improvement

Note: For Field Staff Monthly Mileage travel use Trip Purpose “10” for county travel or “11” for professional improvement.

Create and Submit a Monthly Mileage (MM) Travel Expense Report

- Trip Type: Choose Domestic or International from the dropdown menu. Typically "Domestic".
- Traveler Type: Choose the correct traveler type from the dropdown menu. Typically "Employee"
- Does this trip include personal travel?: Choose "No" or "Yes" from the dropdown menu. This should be "No" for monthly mileage travel reports.
- Personal Dates of Travel: This field will become mandatory if "Yes" is selected on the previous field. Include the dates of the personal travel included with the business trip.
- Cost Object Type: Choose Cost Center, WBS, Fund or Internal Order. *County Monthly Mileage is Cost Center
- Cost Object ID: Enter the appropriate cost object for the report header. *County Monthly Mileage should be your county cost center (101325XXXX – County Name).
- Fund: The fund will be required if a cost share WBS element was entered in the Cost Object ID field. Choose an allowable fund. Otherwise, leave this field blank.

Other fields that may need to be populated but are not required by Concur on the Report Header:

- Additional Information: Enter the business purpose for the travel expense report. Enter "Monthly Mileage Report for employee name" and include any other pertinent information unique about the travel for that month (state fair, staff meeting, carpool, justification for unusual mileage amounts, etc).
- Related Request/Expense Report: If other expenses related to this travel are on another expense report, it is optional to use this field to track those expenses for future reporting.
- Statistical Order: Enter the appropriate statistical internal order for this travel expense report. *Blank for county mileage log
- Comments To/From Approver/Processor: Add any additional comments or explanations necessary for the review/approval of this travel expense report. *Please add comments as necessary
- Claim Travel Allowance: If meal per diem needs to be paid for this report, be certain to select the radio button for "Yes, I want to Claim Travel Allowance". *If **no** per diem, skip to page 7 after you click Create Report in bottom right corner.

Claim Travel Allowance
Will you be claiming daily per diem? Note: Single day meals should not be claimed if travel is less than 52 miles from home/office.

Yes, I want to claim Travel Allowance

No, I do not want to claim Travel Allowance

Cancel Create Report

Create and Submit a Monthly Mileage (MM) Travel Expense Report

To claim meal per diem, click the radio button for “Yes, I want to Claim Travel Allowance”.

Click Next.

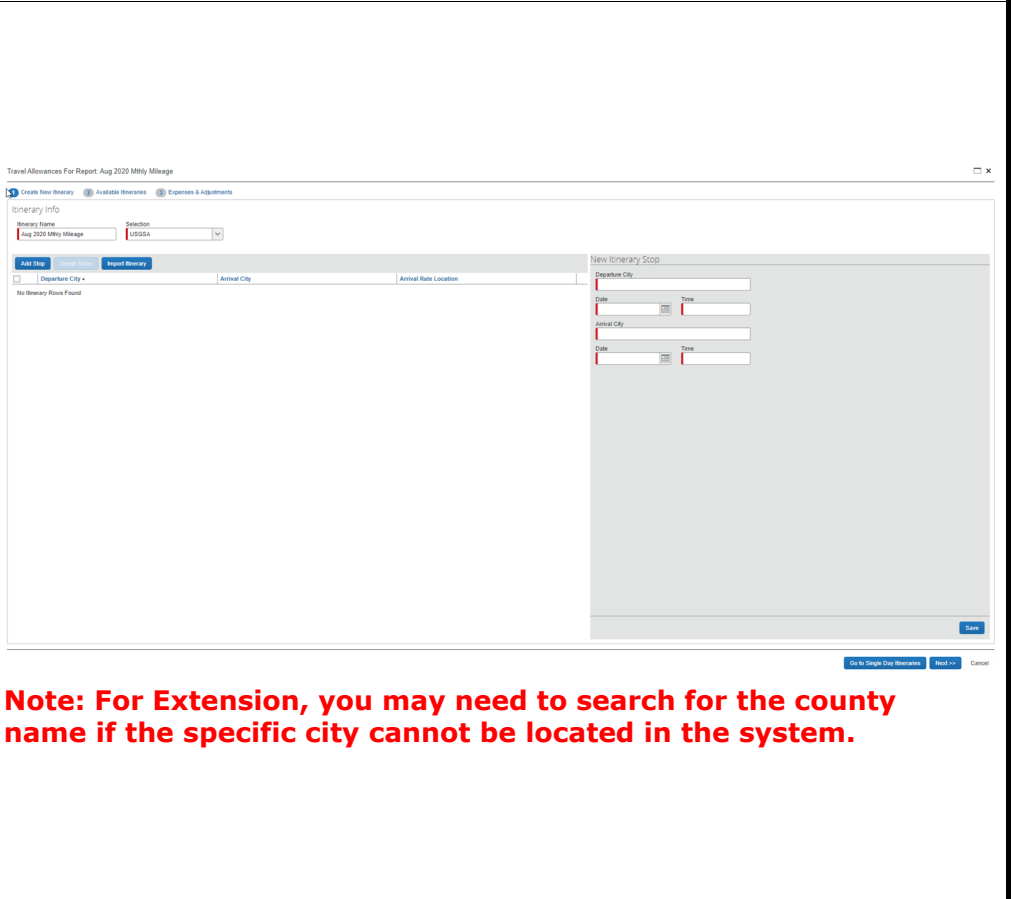
Concur will open to the Travel Allowances for Report screen.

The default is to Create New Itinerary.

Enter the Departure City, Date and Time. Enter the Arrival City, Date and Time.

NOTE: When searching for a city and state, the state abbreviation cannot be used.

Click SAVE.



Note: For Extension, you may need to search for the county name if the specific city cannot be located in the system.

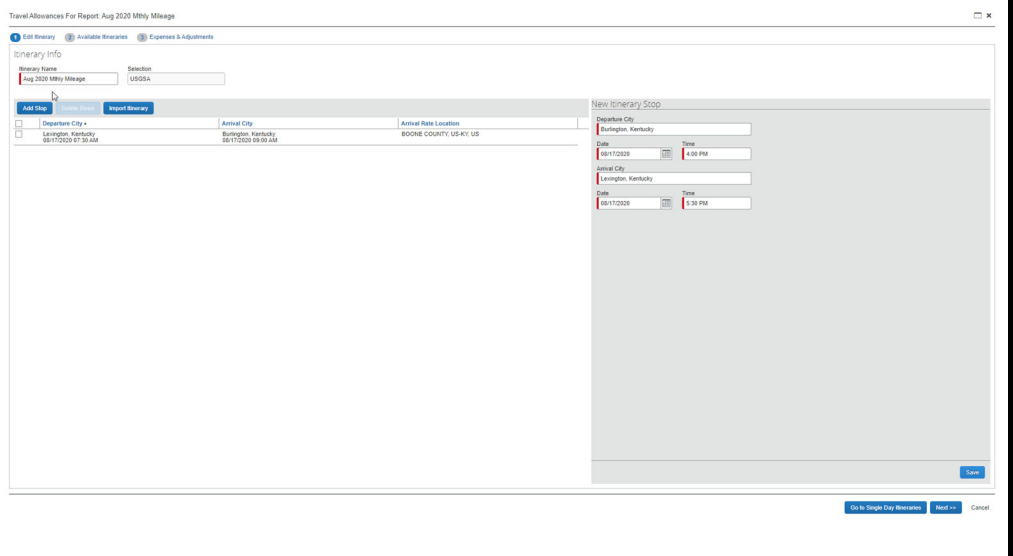
Create and Submit a Monthly Mileage (MM) Travel Expense Report

Complete the itinerary by entering the data for the trip home.

Enter the Departure City, Date and Time.

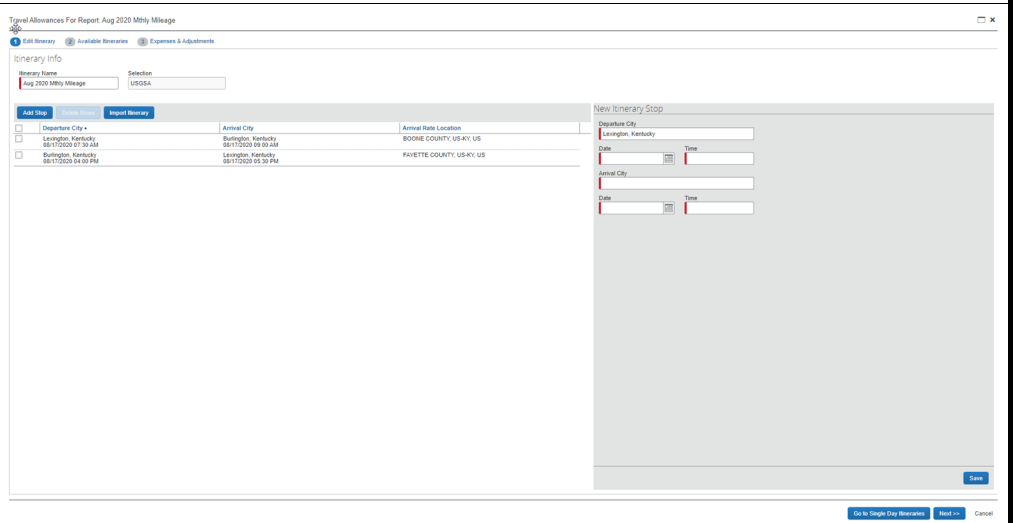
Enter the Arrival City, Date and Time.

Click Save.

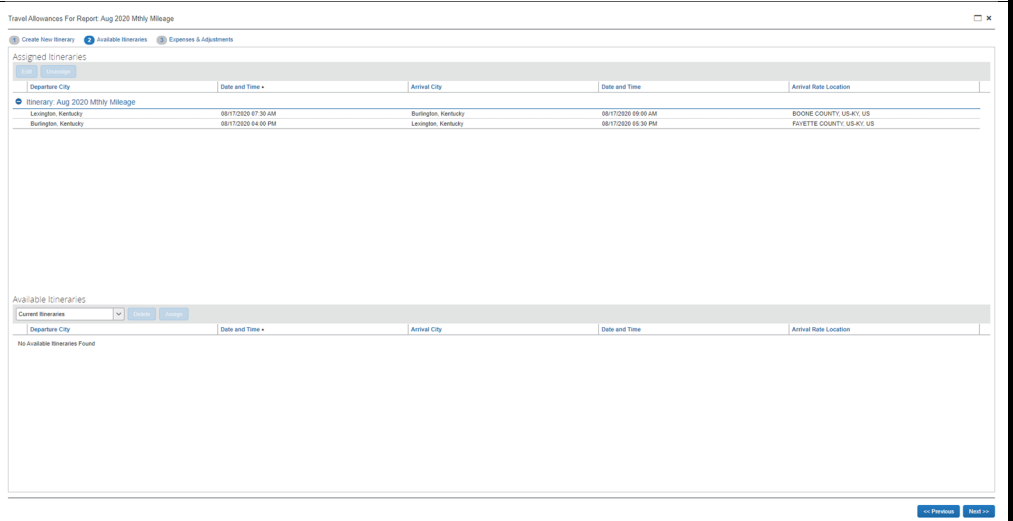


The itinerary information will be displayed and can be modified if changes are needed.

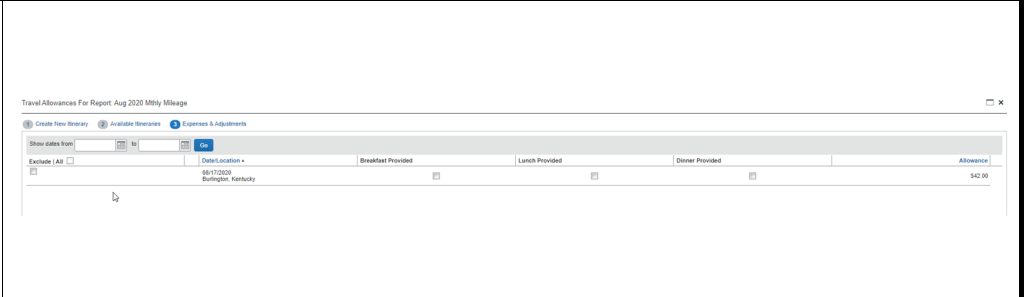
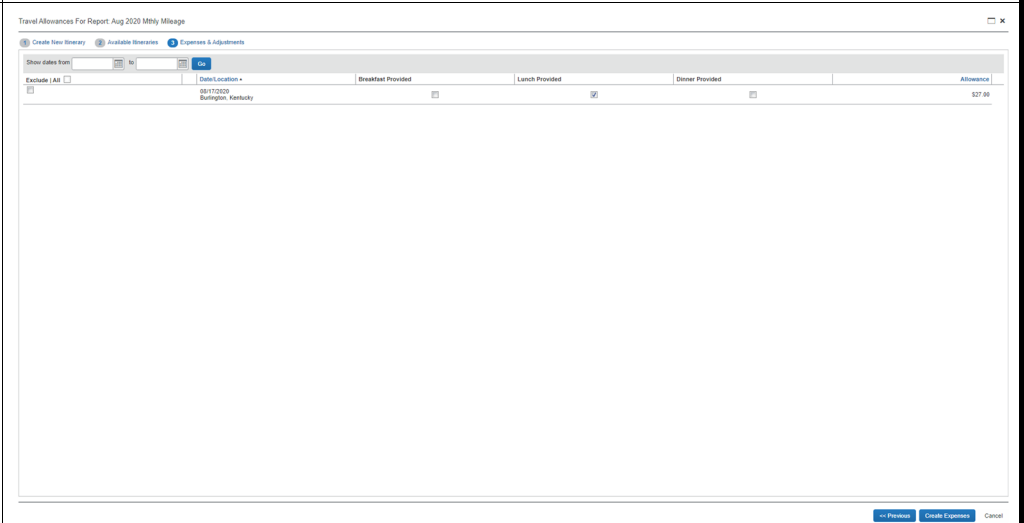
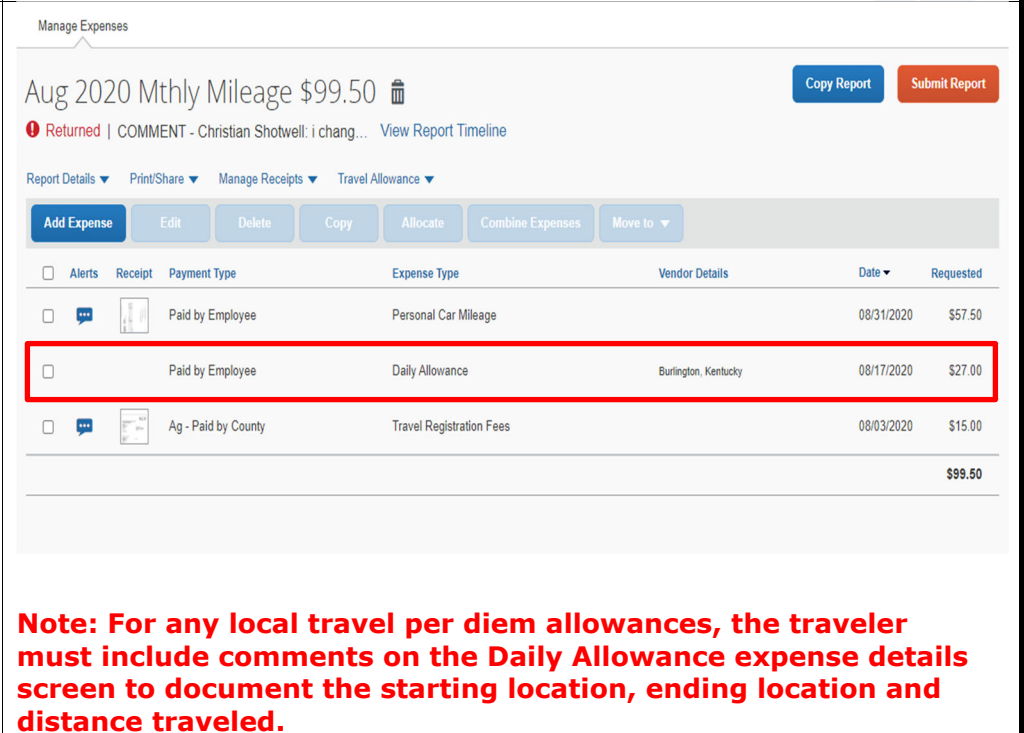
Click Next.



The Travel Allowances for Report will display the itinerary once again and allow for the itinerary to be edited. If the itinerary is correct, click Next.



Create and Submit a Monthly Mileage (MM) Travel Expense Report

<p>The per diem allowance will be displayed for each day.</p>	
<p>Click box for each meal provided and the per diem allowance will be reduced for those meals.</p> <p>Click Create Expenses.</p>	
<p>The travel expense report will be created and populated with the daily per diem allowances.</p>	 <p>Note: For any local travel per diem allowances, the traveler must include comments on the Daily Allowance expense details screen to document the starting location, ending location and distance traveled.</p>

Create and Submit a Monthly Mileage (MM) Travel Expense Report

For any local travel per diem allowances, the traveler must include comments on the Daily Allowance expense details screen to document the starting location, ending location and distance traveled.

Click on Daily Allowance expense type.

Enter comments on daily allowance expense details screen.

Save expense.

If no per diem you should see the following screenshot. Click Add Expense.

Manage Expenses Screen:

Manage Expenses

092820 DT TMW NashvilleTN \$41.25 Copy Report Recall Report

Submitted & Pending Supervisor Approval

[Report Details](#) [Print/Share](#) [Manage Receipts](#) [Travel Allowance](#)

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
		Paid by Employee	Daily Allowance	Scott County, Kentucky	09/28/2020	\$41.25
						\$41.25

Details Screen:

Manage Expenses

← → Daily Allowance \$41.25 Cancel Save Expense

09/28/2020 Show Receipt

[Allocate](#)

Expense Type: * Required field

Transaction Date: Trip Type:

Trip Purpose: Traveler Type: Additional Information: City of Purchase:

Payment Type: Amount: Currency: Transaction ID:

Related Request/Expense Report: Comment:

Save Expense Cancel

Manage Expenses

Aug 2020 Mthly Mileage \$0.00 Submit Report

Not Submitted

[Report Details](#) [Print/Share](#) [Manage Receipts](#) [Travel Allowance](#)

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

No Expenses

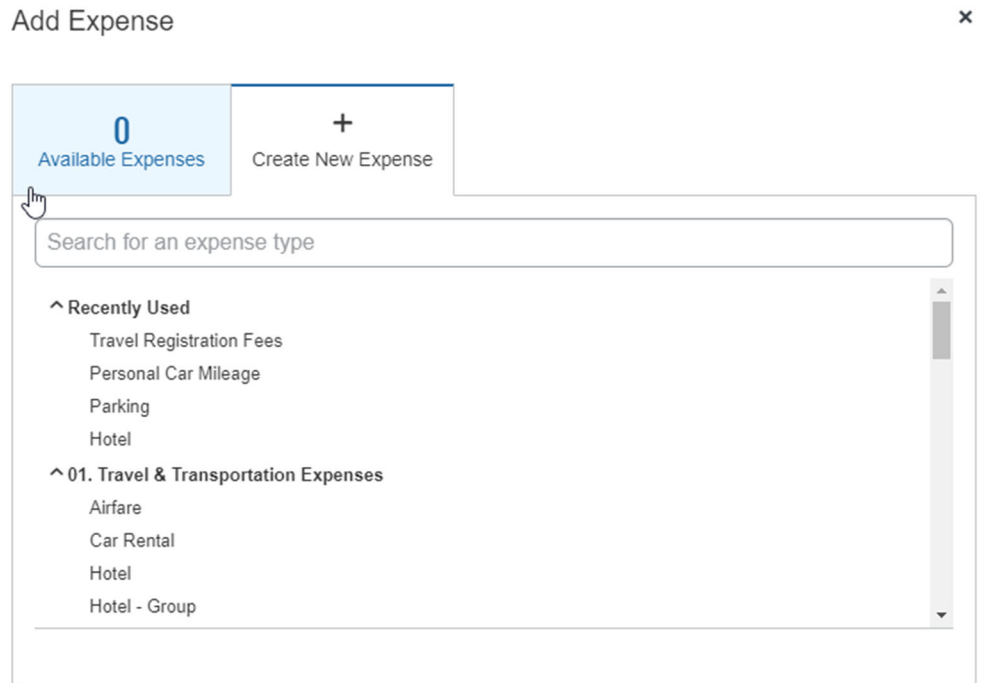
Add expenses to this report to submit for reimbursement.

Create and Submit a Monthly Mileage (MM) Travel Expense Report

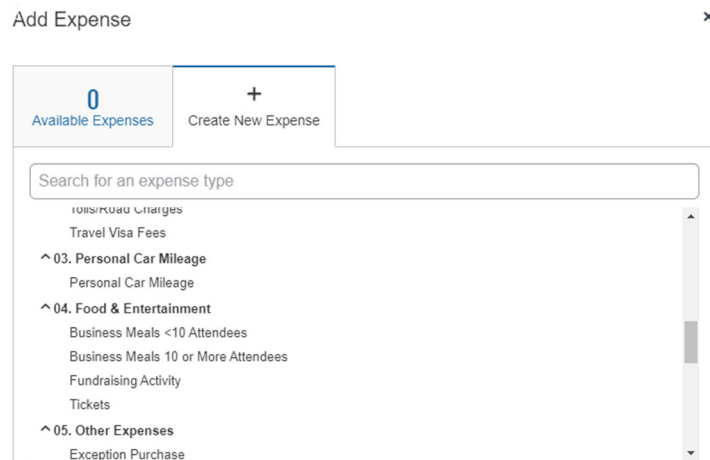
The Add Expense window will appear.

The Available Expenses tab contains transactions on your own procard that are pending allocation and review on a report. ***Not used by county employees in Field Programs.**

To add a procard transaction(s), click the check box next to each transaction to be added to the travel expense report. ***Not used by county employees in Field Programs.**

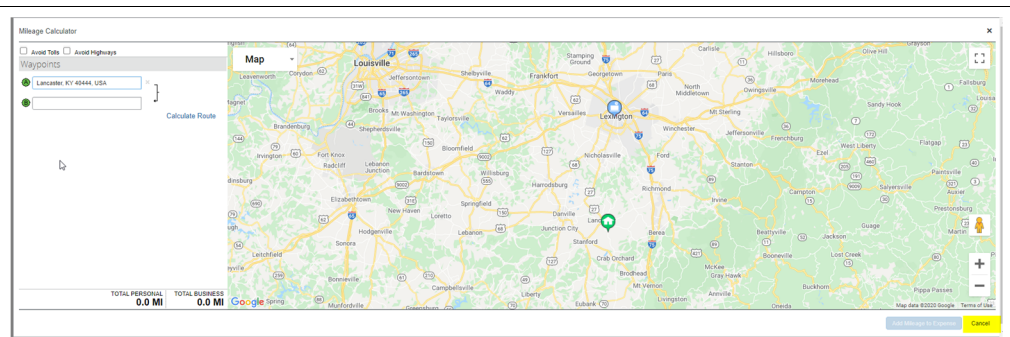


To enter monthly mileage scroll down to **03. Personal Car Mileage.** Click on Personal Car Mileage.



Create and Submit a Monthly Mileage (MM) Travel Expense Report

Click Cancel in bottom right corner when you see this mileage calculator.



Create and Submit a Monthly Mileage (MM) Travel Expense Report

Concur will display the transaction Details tab.

Review and modify the data in all fields if necessary. Be certain all fields denoted with a red (*) are populated.

Transaction Date - should be last day of travel for the month and/or match last day of travel in KERS monthly mileage log.

From & To Location should read "See KERS Mileage Log"

Add Additional Information or Comments to provide the business purpose of the transaction.

Vehicle ID – ensure system is using the "Federal Rate". This is assigned in your profile settings.

Distance should match KERS monthly mileage log.

The screenshot shows the 'Manage Expenses' interface for a 'Personal Car Mileage' transaction. The transaction amount is \$129.38 and the date is 08/31/2020. The form is divided into several sections:

- Expense Type:** Personal Car Mileage
- Transaction Date:** 08/31/2020
- Trip Type:** Domestic
- Trip Purpose:** 10. Agriculture Ext-County Trav
- Traveler Type:** 01. Employee
- Additional Information:** KERS
- From Location:** See KERS Mileage Log
- To Location:** See KERS Mileage Log
- Payment Type:** Paid by Employee
- Transaction ID:** (Empty)
- Related Request/Expense Report:** (Empty)
- Comment:** See KERS monthly mileage log attached
- View Report Timeline:** Tina Ward 09/08/2020, See KERS monthly mileage log attached
- Vehicle ID:** FEDERAL RATE
- Distance to Date:** 0
- Distance:** 225
- Number of Passengers:** 0
- Amount:** 129.38
- Currency:** US Dollar
- Reimbursement Rates:** 0 and above – USD 0.575 per mile

Create and Submit a Monthly Mileage (MM) Travel Expense Report

Click on Allocate to review/modify the allocation for this expense.

***Save and Skip to page 13 if no allocation**

The Allocate window will open.

**Rarely used by county employees in Field Programs. May be used for state fair assignments.*

Expenses can be allocated by Percent or Amount. Click the correct option for the allocation.

Click Add to add a new allocation.

Allocate
Expenses: 1 | \$129.38

Percent Amount

Amount: \$129.38 | Allocated: \$129.38 (100%) | Remaining: \$0.00 (0%)

Default Allocation
Code: CC-1013250001 | Percent %: 100

Add Edit Remove Save as Favorite

No Allocations
This expense is assigned to your default allocation shown above. Click the allocate button to allocate part or all of this expense differently.

Cancel Save

Create and Submit a Monthly Mileage (MM) Travel Expense Report

On the Add Allocation window, select the Cost Object Type and Cost Object ID for the new allocation.

Click Add to List.

Add Allocation

Cost Object Type * * Required field 3

Cost Object ID * 4

Fund 5

Statistical Order

Cancel Save

Add the allocation percentage or amount to the new allocation. Tab out of the field to see the allocation calculate.

Click Save.

Allocate Expenses: 1 \$129.38

Percent	Amount
	\$129.38
	Allocated \$129.38 100%

Remaining \$0.00 0%

Default Allocation Code: CC-1013250001 Percent %: 0

Buttons: Add, Edit, Remove, Save as Favorite

Cost Object Type	Cost Object ID	Fund	Statistical Order	Code	Percent %
Cost Center	CARTER - CES INCOME			CC-1013250004	100

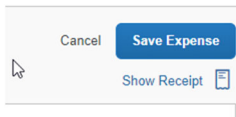
Cancel Save

Create and Submit a Monthly Mileage (MM) Travel Expense Report

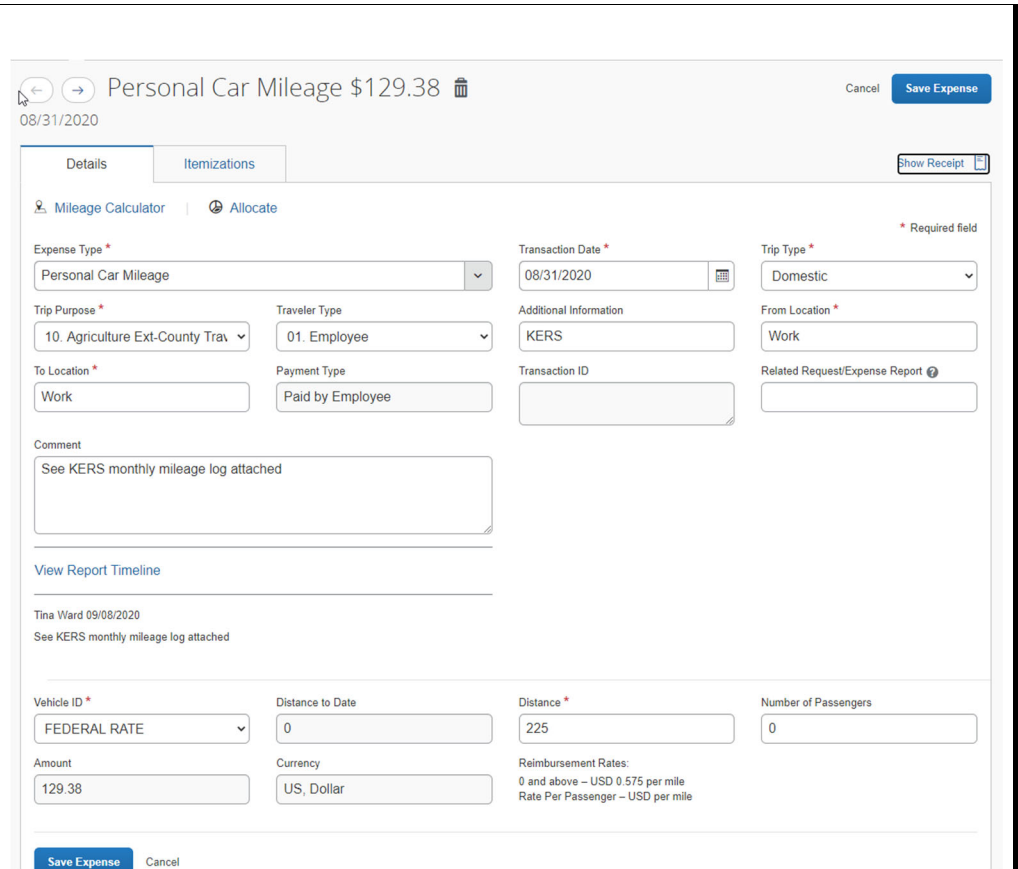
Concur will return to the expense Details tab.

***Start here if you skipped allocate process.**

You can hide or show receipt in top right corner under Save Expense.



Next, add an attachment by clicking on the red (+) Attach Receipt Image.



Personal Car Mileage \$129.38 Cancel Save Expense
08/31/2020 Show Receipt

Details | Itemizations

Mileage Calculator | Allocate

Expense Type * Personal Car Mileage
Transaction Date * 08/31/2020
Trip Type * Domestic

Trip Purpose * 10. Agriculture Ext-County Trav. | Traveler Type 01. Employee
Additional Information KERS
From Location * Work

To Location * Work | Payment Type Paid by Employee
Transaction ID
Related Request/Expense Report

Comment
See KERS monthly mileage log attached

View Report Timeline

Tina Ward 09/08/2020
See KERS monthly mileage log attached

Vehicle ID * FEDERAL RATE | Distance to Date 0 | Distance * 225 | Number of Passengers 0

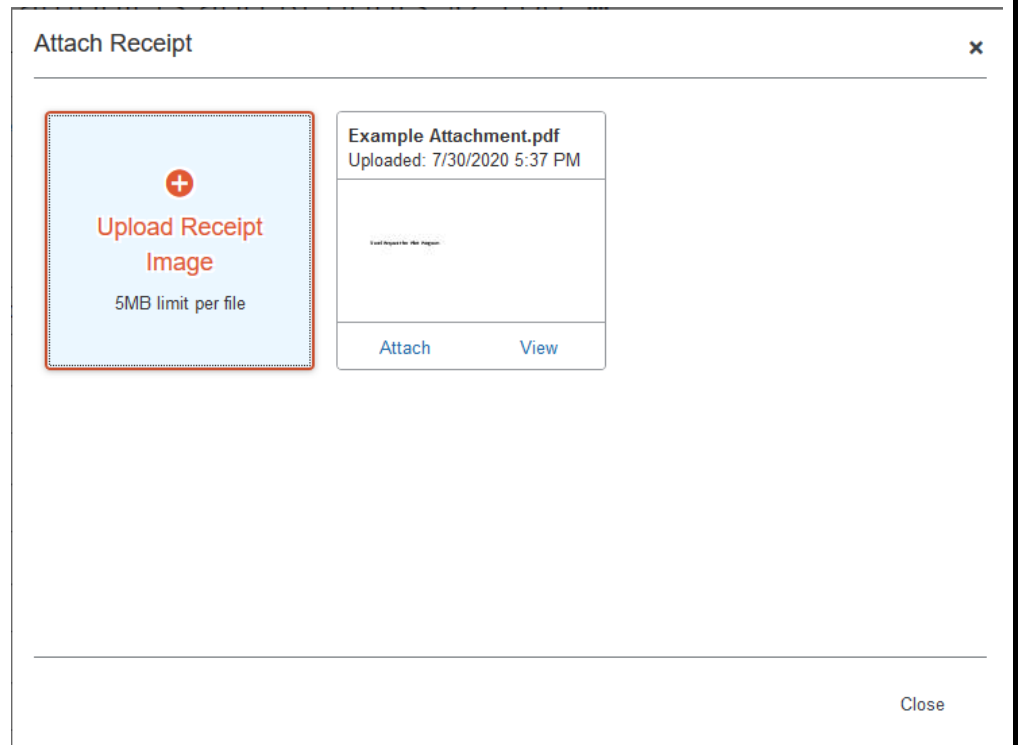
Amount 129.38 | Currency US, Dollar
Reimbursement Rates:
0 and above – USD 0.575 per mile
Rate Per Passenger – USD per mile

Save Expense Cancel

The Attach Receipt window will appear.

If any receipts have already been uploaded to Concur they will appear. Otherwise, click on Upload Receipt Image to upload an attachment from your computer.

Note – 5MB limit per file upload.



Attach Receipt ×

+
Upload Receipt Image
5MB limit per file

Example Attachment.pdf
Uploaded: 7/30/2020 5:37 PM

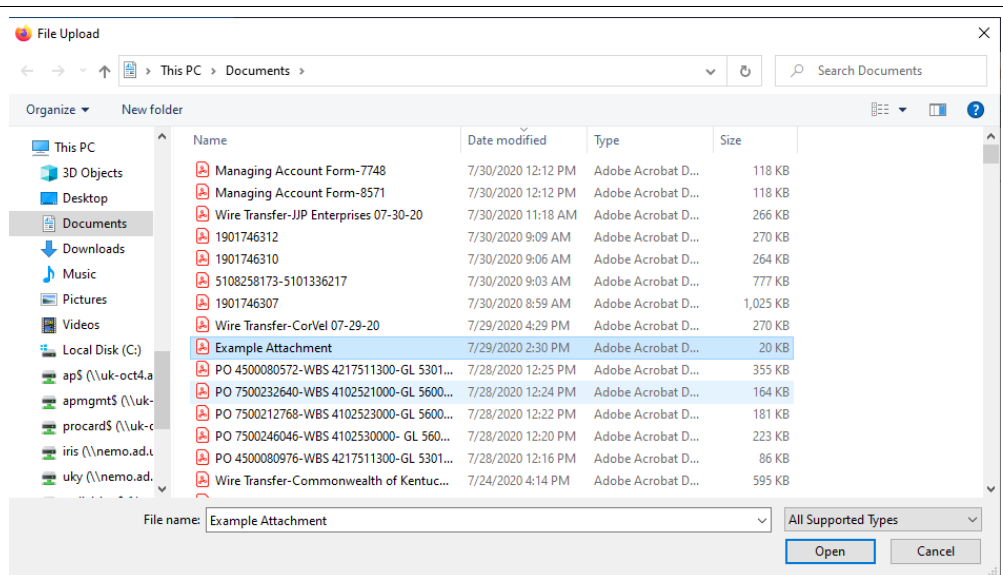
Attach View

Close

Create and Submit a Monthly Mileage (MM) Travel Expense Report

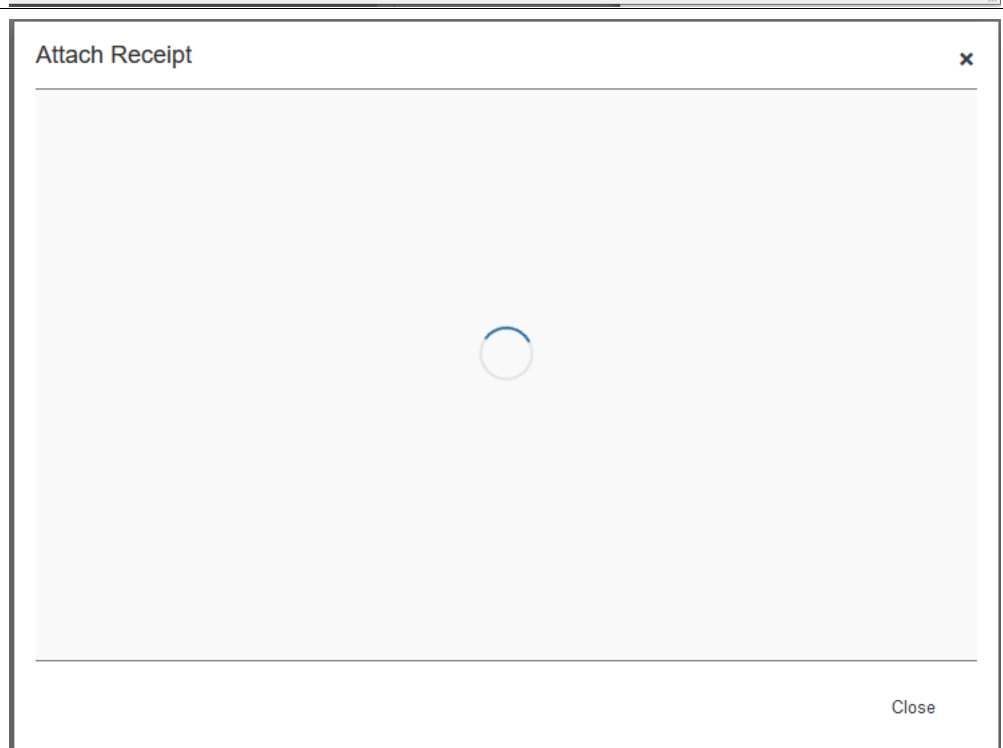
The file upload window will appear. Locate the file on your computer, click on the file and click Open.

Note: Locate your scanned and signed KERS mileage log and add as a receipt.



The Attach Receipt screen will appear while Concur is uploading the receipt and saving it to the transaction.

This might take a few moments to load.

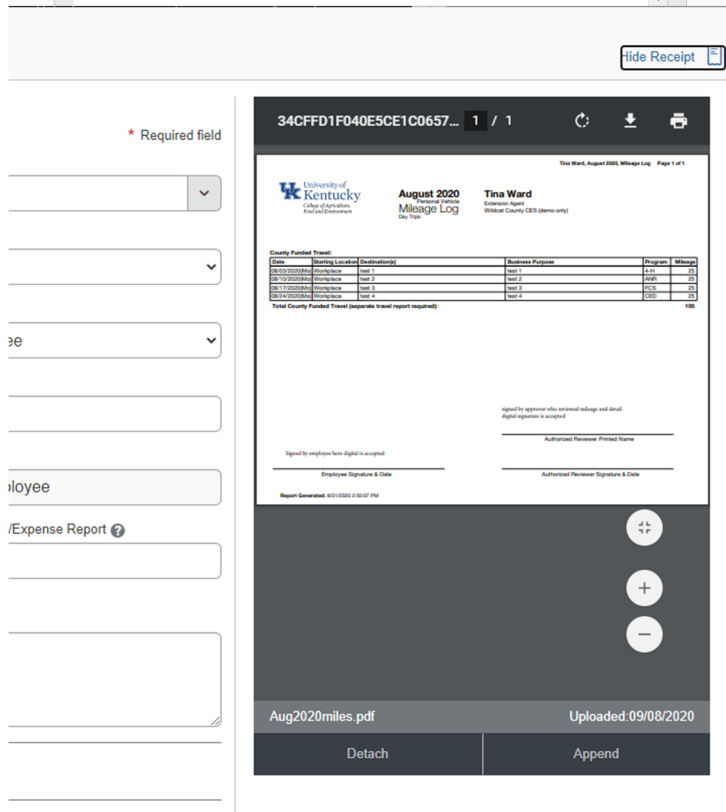
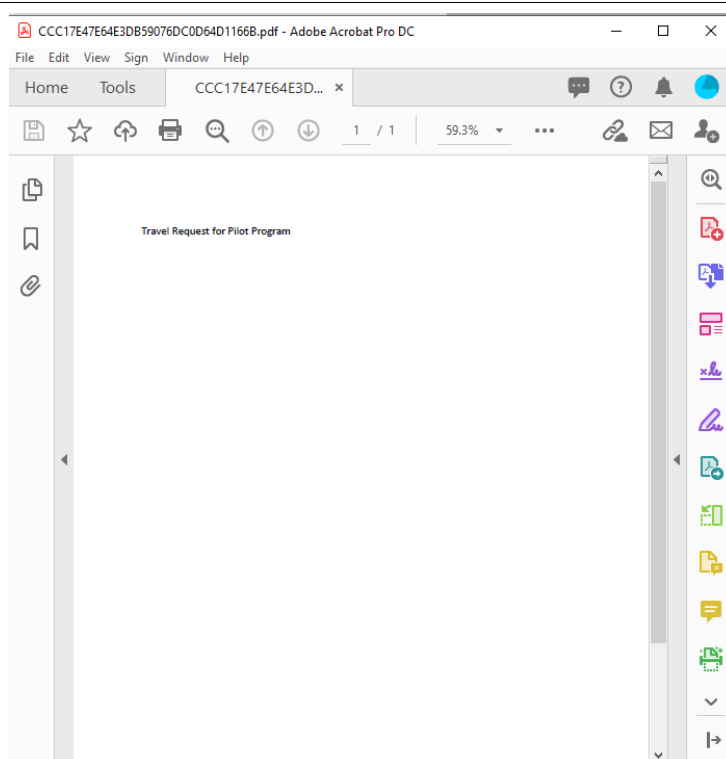


Create and Submit a Monthly Mileage (MM) Travel Expense Report

Once the attachment is uploaded, the file will open. Review to be certain the correct attachment was added to the expense.

Close the file by clicking on the X in the top right corner.

If this doesn't open it will show up in the receipt box.



Create and Submit a Monthly Mileage (MM) Travel Expense Report

The attachment is now saved to the expense.

If the wrong file was uploaded, click Detach and repeat the attachment process, selecting the correct file.

When the expense information is complete and correct, click Save Expense.

Concur will return to the expense report.

To add another expense, click Add Expense.

Manage Expenses

Aug 2020 Mthly Mileage \$171.38 Copy Report Submit Report

Returned | COMMENT - Christian Shotwell: i chang... View Report Timeline

Report Details Print/Share Manage Receipts Travel Allowance

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

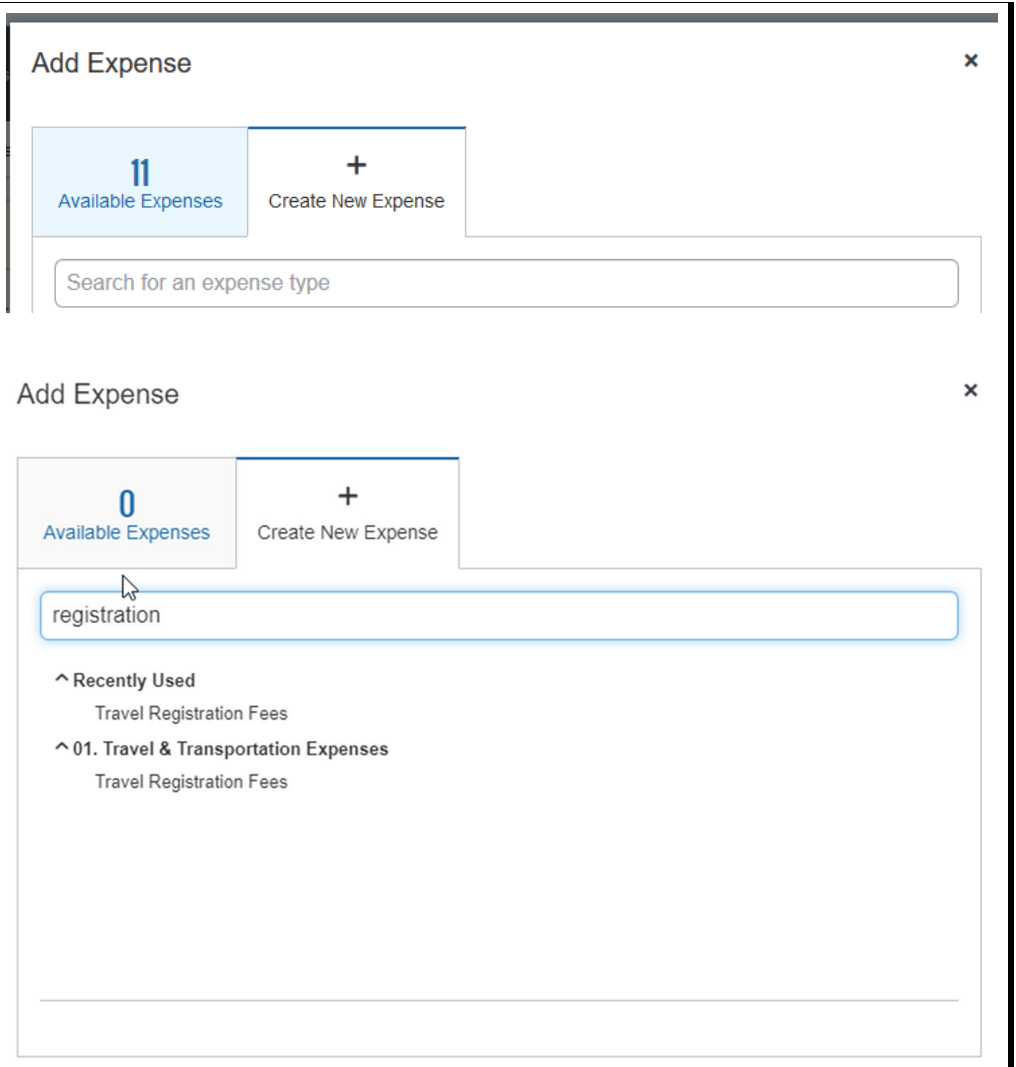
<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>			Paid by Employee	Personal Car Mileage		08/31/2020	\$129.38 Allocated
<input type="checkbox"/>			Paid by Employee	Daily Allowance	Burlington, Kentucky	08/17/2020	\$27.00

Create and Submit a Monthly Mileage (MM) Travel Expense Report

The Add Expense window will appear.

Click in the Search for an Expense Type field or scroll down to search for the Expense Type to be added.

Click on the Expense Type.



Create and Submit a Monthly Mileage (MM) Travel Expense Report

The New Expense will open to the expense Details tab.

Be sure to review and complete all required fields.

NOTE: Many fields will autocomplete from the report header. Other fields such as Transaction Date, Vendor Name, Payment Type, Amount and Currency are transaction specific and will need to be completed for each expense not charged to the procard.

NOTE: The business purpose needs to be added to the Additional Information field or the Comment field.

The screenshot shows the 'New Expense' form in Concur. The form is titled 'New Expense' and has tabs for 'Details' and 'Itemizations'. It contains various fields for entering expense information, including Expense Type, Transaction Date, Trip Purpose, Traveler Type, Payment Type, Amount, Currency, and a Comment field. There are also buttons for 'Save Expense', 'Save and Add Another', and 'Cancel'.

Field	Value
Expense Type *	Travel Registration Fees
Transaction Date *	08/03/2020
Trip Type *	Domestic
Trip Purpose *	10. Agriculture Ext-County Trav
Traveler Type *	01. Employee
Additional Information	District Staff Meeting
Vendor Name	
City of Purchase	
Payment Type *	Ag - Paid by County
Amount *	15.00
Currency *	US, Dollar
Transaction ID	
Relatec Request/Expense Report	
Comment	Paid by county check # 5125 - additional comments can be added here

Create and Submit a Monthly Mileage (MM) Travel Expense Report

For Payment Type, be certain to choose the correct payment from the dropdown menu.

NOTE: Payment Type AG-Paid by County should only be used by the AG Extension for expenses charged to the county credit cards or prepaid by county funds.

Payment Type *

PLEASE SELECT PAYMENT TYPE

None Selected

Paid by Employee

Ag - Paid by County

PLEASE SELECT PAYMENT TYPE

Paid by 3rd Party

University Paid - Other

Once all of the expense Details fields have been completed, add the attachment.

As before, add an attachment by clicking on the red (+) Attach Receipt Image.

New Expense Cancel Save Expense Hide Receipt

Details Itemizations

Allocate

Expense Type * * Required field
Travel Registration Fees

Transaction Date * 08/03/2020 Calendar Trip Type * Domestic

Trip Purpose * 10. Agriculture Ext-County Travel Traveler Type * 01. Employee

Additional Information Vendor Name
District Staff Meeting

City of Purchase Payment Type * Ag - Paid by County

Amount * 15.00 Currency * US, Dollar

Transaction ID Related Request/Expense Report

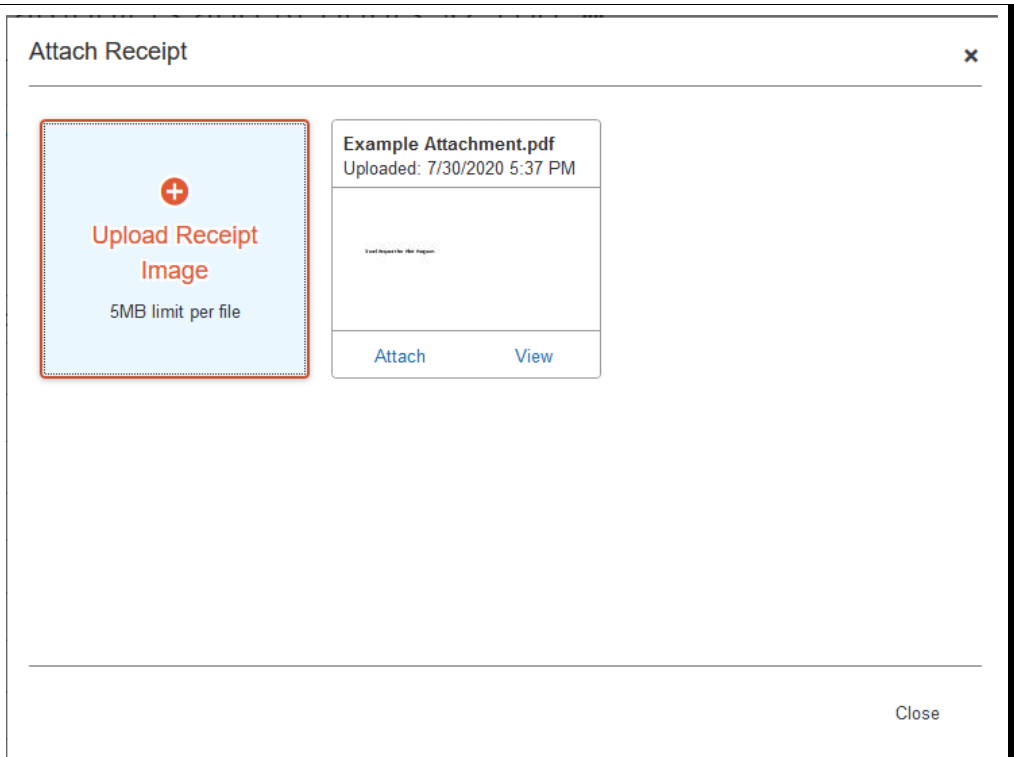
Comment
Paid by county check # 5125 - additional comments can be added here

+
Attach Receipt Image

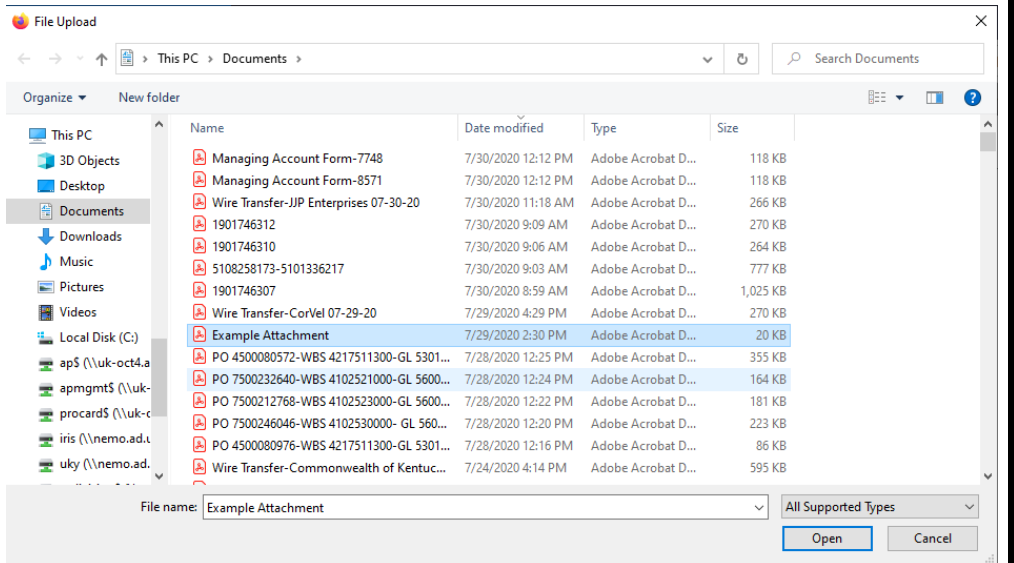
Create and Submit a Monthly Mileage (MM) Travel Expense Report

The Attach Receipt window will appear.

If any receipts have already been uploaded to Concur they will appear. Otherwise, click on Upload Receipt Image to upload an attachment from your computer.

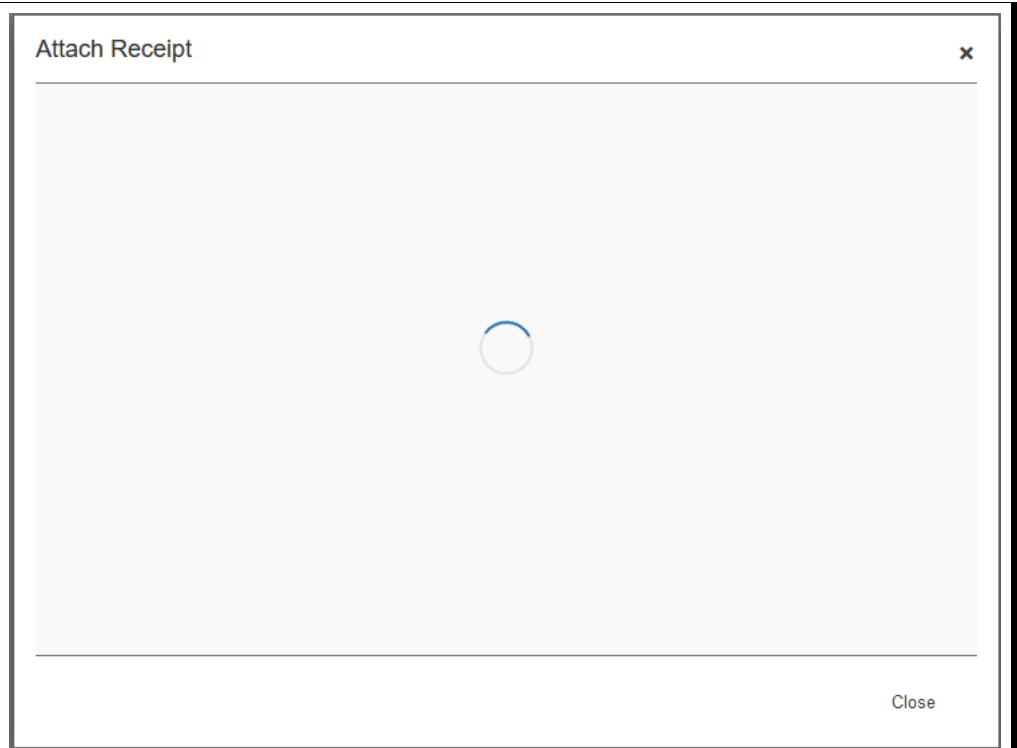


The file upload window will appear. Locate the file on your computer, click on the file and click Open.



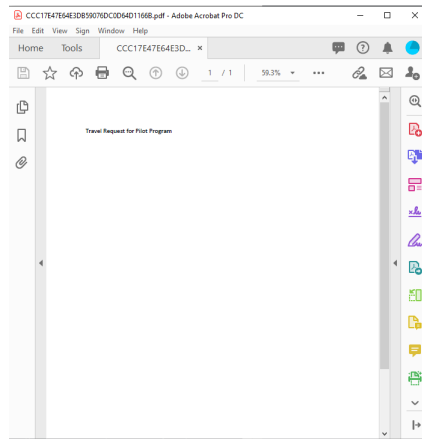
Create and Submit a Monthly Mileage (MM) Travel Expense Report

The Attach Receipt screen will appear while Concur is uploading the receipt and saving it to the transaction.



Once the attachment is uploaded, the file will open. Review to be certain the correct attachment was added to the expense.

Close the file by clicking on the X in the top right corner.



Create and Submit a Monthly Mileage (MM) Travel Expense Report

Once the attachment is closed, Concur will return to the expense Details tab.

Click Save Expense.

Concur will return to the expense report.

When complete, review the expense report to ensure all expenses are complete and accurate.

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>		Paid by Employee	Personal Car Mileage		08/31/2020	\$129.38 Allocated
<input type="checkbox"/>		Paid by Employee	Daily Allowance	Burlington, Kentucky	08/17/2020	\$27.00
<input type="checkbox"/>		Ag - Paid by County	Travel Registration Fees		08/03/2020	\$15.00
						\$171.38

To review the Report Header data and expense data on one file, click on Print/Share and UK-Detailed Report.

Create and Submit a Monthly Mileage (MM) Travel Expense Report

Review the Employee details, report header information, and expenses including allocations.



Expense Report
Report Name : Aug 2020 Mthly Mileage

User Name : Ward, Tina M.
User ID : 00011624
Email Address : tinaward@uky.edu
Default Approver : Shotwell, Christian S.

Report Header

Policy : *UK-General Travel Policy
Report Id : A43FC7C4E18D4382861D
Report Key : 1475
Trip Start Date : 08/01/2020
Trip End Date : 08/31/2020

*Does this trip include personal travel? : No
*Cost Object Type : Cost Center (CC)
*Cost Object ID : BATH - CES INCOME (1013250001)

Expenses

Transaction Date	Expense Type	Account Code	*Report/Trip Purpose	*NonTravel Business Purpose	Vendor	*Transaction ID	City of Purchase	Payment Type	Amount	Related Request/Expense Report	Additional Information
08/17/2020	Daily Allowance	530019	10. Agriculture Ext-County Travel				Burlington	Paid by Employee	\$27.00		
Allocations : 100% (\$27.00) R3PCLNT300-UK00-CC-1013250001											
08/31/2020	Personal Car Mileage	530019	10. Agriculture Ext-County Travel					Paid by Employee	\$129.38		KERS
Allocations : 100% (\$129.38) R3PCLNT300-UK00-CC-1013250004											
08/03/2020	Travel Registration Fees	530019	10. Agriculture Ext-County Travel					Ag - Paid by County	\$15.00		District Staff Meeting
Allocations : 100% (\$15.00) R3PCLNT300-UK00-CC-1013250001											

Note: The sum of allocation amounts may not exactly match the expense amount due to rounding.

Review the Expense Type Summary, Allocation Summary, and Report Totals sections for accuracy.

Expense Type Summary

Expense Type	Account Code	Amount
Daily Allowance	530019	\$27.00
Personal Car Mileage	530019	\$129.38
Travel Registration Fees	530019	\$15.00

Allocation Summary

*Cost Object Type	*Cost Object ID	*Fund	*Statistical Order	Amount
Cost Center	BATH - CES INCOME (1013250001)			\$42.00
Cost Center	CARTER - CES INCOME (1013250004)			\$129.38

Payment Type	Amount
Ag - Paid by County	\$15.00
Paid by Employee	\$156.38

Report Totals

Report Total :	\$171.38
Personal Expenses :	\$0.00
Total Amount Claimed :	\$171.38
Amount Approved :	\$171.38
	University Disbursements
Amount Due User :	\$156.38
Amount Due University Card :	\$0.00
Total Paid By University :	\$171.38
	Employee Disbursements
Amount Due University :	\$0.00
Amount Due University Card From User :	\$0.00
Total Paid By User :	\$0.00

Create and Submit a Monthly Mileage (MM) Travel Expense Report

Additional sections of the UK-Detailed Report that should be reviewed are the Approval Flow and Audit Trail.

Approval Flow

1 Report.print.approval.action Supervisor Approval SkippableStep 2 Business Officer Approval 3 Accounts Payable Approval	Report.print.approval.approver Shotwell, Christian S.
--	--

Once the report is reviewed, click Close.

You can save as PDF to see all in one screen without scrolling.

You can e-mail to the fiscal contact or designated person to record until the trip billing arrives to reconcile.

*UK-Detailed Report

Show Expenses Show Itemizations

Expense Report
Report Name : Aug 2020 Mthly Mileage

User Name : Ward, Tina M.
User ID : 00011624
Email Address : tinaward@uky.edu
Default Approver : Shotwell, Christian S.

Report Header
Policy : *UK-General Travel Policy
Report Id : A43FC7C4E18D4382861D
Report Key : 1475
Trip Start Date : 08/01/2020
Trip End Date : 08/31/2020
*Does this trip include personal travel? : No
*Cost Object Type : Cost Center (CC)

Close **Print** **Save as PDF** **Email**

Once the report is reviewed and ready to be submitted for approval, click Submit Report.

Manage Expenses

Aug 2020 Mthly Mileage \$171.38 **Copy Report** **Submit Report**

Not Submitted | COMMENT - Christian Shotwell: i chang... View Report Timeline

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"/>			Paid by Employee	Personal Car Mileage		08/31/2020	\$129.38 Allocated
<input type="checkbox"/>			Paid by Employee	Daily Allowance	Burlington, Kentucky	08/17/2020	\$27.00
<input type="checkbox"/>			Ag - Paid by County	Travel Registration Fees		08/03/2020	\$15.00
							\$171.38

Create and Submit a Monthly Mileage (MM) Travel Expense Report

<p>The User Electronic Agreement will appear. Read the agreement and click Accept and Continue.</p> <p>Scroll down to read all detail and then accept & continue will turn blue.</p>	<div data-bbox="532 262 1485 766"> <p>User Electronic Agreement x</p> <hr/> <ol style="list-style-type: none"> 1. This report is a true and accurate accounting of the expenses incurred to accomplish official business for the University of Kentucky, and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses as defined by University BPMs, Appendices, and policies. 2. All required receipt images have been attached to this report. 3. If charged to a sponsored project(s), I further certify that all charges provide direct benefit to the project(s) in accordance with Costing Guidelines for Sponsored Projects, BPM Appendix 3. 4. If this expense report contains personal expenses incurred by me on a University of Kentucky procurement card, I acknowledge that these expenses are not allowable business expenses as defined by University policies. I understand and accept that I must reimburse the University of Kentucky for the total amount of these personal expenses and that this amount will be withheld from my wages through the University's payroll process. 5. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed. 6. In the event of overpayment or if payment is received from another source for any portion of the expenses claimed, I assume responsibility for repaying the University of Kentucky in full for those expenses. <hr/> <div style="text-align: right;"> Cancel Accept & Continue </div> </div>									
<p>The Report Totals screen will appear. Review the totals for accuracy.</p> <p>Click Submit Report.</p>	<div data-bbox="532 798 1485 1438"> <p>Report Totals x</p> <hr/> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;"> <p>Company Pays</p> <p style="font-size: 1.2em; font-weight: bold;">\$156.38</p> <p style="font-size: 0.8em;">Employee</p> </td> <td style="width: 33%; padding: 5px;"> <p>\$15.00</p> <p style="font-size: 0.8em;">Card (Ag - Paid by County)</p> </td> <td style="width: 33%; padding: 5px;"> <p>Employee Pays</p> <p style="font-size: 1.2em; font-weight: bold;">\$0.00</p> <p style="font-size: 0.8em;">Company</p> </td> </tr> </table> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-right: 1px solid #ccc; padding: 5px;"> <p>Amount Total:</p> <p style="font-weight: bold;">\$171.38</p> </td> <td style="width: 33%; border-right: 1px solid #ccc; padding: 5px;"> <p>Due Employee:</p> <p style="font-weight: bold;">\$156.38</p> <p>Amount Due (Ag - Paid by County):</p> <p style="font-weight: bold;">\$15.00</p> </td> <td style="width: 33%; padding: 5px;"> <p>Owed Company:</p> <p style="font-weight: bold;">\$0.00</p> </td> </tr> <tr> <td style="border-right: 1px solid #ccc; padding: 5px;"> <hr style="border: 0; border-top: 1px solid #ccc; margin: 5px 0;"/> <p>Requested Amount:</p> <p style="font-weight: bold;">\$171.38</p> </td> <td style="border-right: 1px solid #ccc; padding: 5px;"> <hr style="border: 0; border-top: 1px solid #ccc; margin: 5px 0;"/> <p>Total Paid By Company:</p> <p style="font-weight: bold;">\$171.38</p> </td> <td style="padding: 5px;"> <hr style="border: 0; border-top: 1px solid #ccc; margin: 5px 0;"/> <p>Total Owed By Employee:</p> <p style="font-weight: bold;">\$0.00</p> </td> </tr> </table> <hr/> <div style="text-align: right;"> Cancel Submit Report </div> </div>	<p>Company Pays</p> <p style="font-size: 1.2em; font-weight: bold;">\$156.38</p> <p style="font-size: 0.8em;">Employee</p>	<p>\$15.00</p> <p style="font-size: 0.8em;">Card (Ag - Paid by County)</p>	<p>Employee Pays</p> <p style="font-size: 1.2em; font-weight: bold;">\$0.00</p> <p style="font-size: 0.8em;">Company</p>	<p>Amount Total:</p> <p style="font-weight: bold;">\$171.38</p>	<p>Due Employee:</p> <p style="font-weight: bold;">\$156.38</p> <p>Amount Due (Ag - Paid by County):</p> <p style="font-weight: bold;">\$15.00</p>	<p>Owed Company:</p> <p style="font-weight: bold;">\$0.00</p>	<hr style="border: 0; border-top: 1px solid #ccc; margin: 5px 0;"/> <p>Requested Amount:</p> <p style="font-weight: bold;">\$171.38</p>	<hr style="border: 0; border-top: 1px solid #ccc; margin: 5px 0;"/> <p>Total Paid By Company:</p> <p style="font-weight: bold;">\$171.38</p>	<hr style="border: 0; border-top: 1px solid #ccc; margin: 5px 0;"/> <p>Total Owed By Employee:</p> <p style="font-weight: bold;">\$0.00</p>
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<p>The Report Status window will appear and confirm the report has been submitted.</p> <p>Click Close.</p>	<div data-bbox="532 1470 1485 1827"> <p>Report Status x</p> <hr/> <div style="text-align: center;"> ✔ <h3>Report Submitted</h3> <p>Aug 2020 Mthly Mileage \$171.38</p> </div> <hr/> <div style="text-align: right; margin-top: 20px;"> Close </div> </div>									

Create and Submit a Monthly Mileage (MM) Travel Expense Report

Concur will return to the Manage Expenses Report Library.

The report will show as Submitted and show the current status in workflow.

Continue creating expenses report, correcting reports that may have been returned, or sign out if finished.

The screenshot displays the 'Manage Expenses' interface. At the top, it says 'Manage Expenses' and 'Manage Expenses'. Below that, it shows 'REPORT LIBRARY' with a 'View' dropdown menu set to 'Active Reports'. There are two main components: a 'Create New Report' button (a red square with a plus sign and the text 'Create New Report') and a report card for 'Aug 2020 Mthly Mileage'. The report card has a green header with 'SUBMITTED' and the date '09/10/2020'. The report title is 'Aug 2020 Mthly Mileage' and the amount is '\$171.38'. Below the amount, it says 'Submitted & Pending Supervisor Approval' and lists 'Christian Shotwell'. At the bottom, it says 'Displayed reports: 1, Total: 1'.