#### CES Quick Reference Guide – Concur

### Create and Submit a State Fair State Funded (SF) 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		
From the Concur launch page, click on the "+ New" and select "Start a Report".	SAP Concur C       Requests       Travel       Expense       Approvals       Reporting +       App Center       Support       I Help- Profile +         Image: Sape Concur C       I	-
	County extension employees in Field Programs are <u>not</u> required to submit a <i>travel request</i> for normal monthly mileage travel report.	

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	Create New Report			×
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	Traveler Type *	Related Request/Expense Report	Does this trip include personal travel? *	
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down to view all	Comments To/From Approver/Processor			
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	<ul> <li>Cost Object Type: Choose Cost Center, WBS, Fund or Internal Order. *State Fair State Funded is <u>Cost Center</u></li> <li>Cost Object ID: Enter the appropriate cost object for the report header. *State Fair State Funded should be 1012589560</li> <li>Wipe out data, type in 1012589560 should be at the bottom of selection box.</li> <li>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.</li> </ul>
	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
	<ul> <li>expense report. Enter "State Fair State Funded Assignment" and include any other pertinent information unique about the travel for that month (state fair, staff meeting, carpool, justification for unusual mileage amounts, etc).</li> <li>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.</li> <li>Statistical Order: Enter the appropriate statistical internal order for this travel expense report. <i>*Blank for state fair state funded</i></li> <li>Comments To/From Approver/Processor: Add any additional comments or explanations necessary for the review/approval of this travel expense report. <i>*Please add comments as necessary</i></li> <li>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". <i>*If <u>no</u> per diem, skip to bottom of page 7 after you click Create Report in bottom right corner</i>.</li> </ul>
To claim meal per diem, click the radio button for " <mark>Yes</mark> , I want to Claim Travel	Claim Travel Allovance
Allowance".	than 50 miles toom tooms/campus.  9 York I want to claim Trank Allowance O too, foot want to claim Trank Allowance
To claim meals on non-overnight travel you must be in travel status for 12 hours or more and drive 50 miles or more one way to destination.	Create report and add litherary details for your tasent altorances
Click Next.	

Concur will open to the Travel Allowances for Report screen.	Denix Monancese For Report: SF 80172221 OT TMAY         IX           Creation from weary @ Available transma:         @ Deprintme Adaptive its           Deprint Monancese For Report: SF 80172221 OT TMAY         IX           Deprint Monancese For Report: SF 80172221 OT TMAY         @ Deprintme Adaptive its           Deprint Monancese For Report: SF 8017221 OT TMAY         @ Deprintme Adaptive its           Deprint Monancese For Report: SF 8017221 OT TMAY         @ Deprintme Adaptive its           Deprint Monancese For Report: SF 8017221 OT TMAY         @ Deprintme Adaptive its           Deprint Monancese For Report: SF 8017221 OT TMAY         @ Deprintme Adaptive its           Deprint Monancese For Report: SF 8017221 OT TMAY         @ Deprintme Adaptive its           Deprint Monancese For Report: SF 8017221 OT TMAY         @ Deprintme Adaptive its           Deprint Monancese For Report: SF 8017221 OT TMAY         @ Deprintme Adaptive its           Deprint Monancese For Report: SF 8017221 OT TMAY         @ Deprintme Adaptive its
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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 <u>cannot</u> be used.	Note: Search for the county name if the specific city cannot be located in the system. This is not the mileage information only the location/destination to determine the per diem rate for that location. This section does not verify you drove 50 miles or more one way that information should be included in comments and/or additional information as needed.
Click SAVE.	
Complete the itinerary by entering the data for the trip home.	Image: Section of Section o
Enter the Departure City, Date and Time. Enter the Arrival City, Date and Time.	
Click Save.	
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### CES Quick Reference Guide – Concur

The itinerary	Travel Allowances For Report: SF 08172021 OT TMW				
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information will be	tinerary Name Selection				
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inioanica il changes	Louisville, Kentucky 08/17/2021 06:00 PM	Lexington, Kentucky 08/17/2021 07:30 PM	FAYETTE COUNTY, US-KY, US	Arrival City	
are needed.				Date Time	
Click Next.					
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The Travel					
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Report will display					
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edited. If the					
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uay.		6/6/2021 outsville, Kentucky	E		\$45.75
Allowance is 75% first day and 75% last	E 0	8/17/2021 ouisville, Kentucky	8	8 8	\$45.75
day of travel no matter the duration of					
travel. You can modify allowance					
announts as needed.					

Click box for each	Travel Allowances For Report: SF 081720	21 OT TMW aries  Depenses & Adjustments				×
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the per diam	8	08/16/2021 Louisville, Kentucky	8	8	8	\$45.75
		Louisville, Kentucky	2	8	8	\$31.75
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The travel expense						
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	Add Expense					
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	• •	Paid by Employee	Daily Allowance	Louisville, Kentucky	08/17/2021	\$31.75
	• •	Paid by Employee	Daily Allowance	Louisville, Kentucky	08/16/2021	\$45.75
	-					\$77.50
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	Note: Fo	r any local ti	ravel per dien	n allowances,	the travele	r Halla
	must inc		nts on the Da	illy Allowance	expense de	talls
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For any local travel	Manage Expenses	s Screen:				
per diem allowances,	<sup>ISF</sup> 08172021 OT TMW	/ \$77.50 🟛		Copy Report	Submit Report	
the traveler must	Not Submitted					
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the Daily Allowance	Add Expense Edit Delete					
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screen to document	Paid by Employee	Daily Allowance	Louisville, Kentucky	08/17/2021	\$31.75	
the starting location,	Paid by Employee	Daily Allowance	Louisville, Kentucky	08/16/2021	\$45.75	
ending location and					\$77.50	
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Olisik en Doilu	Details Screen:					
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	08/16/2021					
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screen.	Daily Allowance		08/16/2021	Domestic	~	
	Trip Purpose *	Traveler Type *	Additional Information	City of Purchase		
Save expense	Pavment Type	Amount	Currency	Transaction ID		
Save expense.	Paid by Employee	45.75	US, Dollar			
					ii.	
	Related Request/Expense Report 🚱	Comment				
			4			
	Save Expense Cancel					
If <b>no</b> per diem vou	Manage Expenses					
should see the	SF 08172021 DT TMW	/ \$0.00 🟛			Submit Report	
following screenshot.	Not Submitted	7 \$0.00 m				
Click Add Expense	Report Details 🗸 Print/Share 🗸 Manage I	Receipts 🗸 Travel Allowance 🗸				
CIICK AUU LAPENSE.	Add Expense Edit Delete					
		No E	xpenses			
		Add expenses to this repo	rt to submit for reimbursement.			

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.	Xdd Expense Available Expenses Fravel Registration Fees Personal Car Mileage Parking Hotel ^ 01. Travel & Transportation Expenses Airfare Car Rental Hotel Hotel - Group	
To enter monthly mileage, scroll down to 03. Personal Car Mileage. Click on Personal Car Mileage.	Add Expense       +         Available Expenses       Create New Expense         Search for an expense type       rowsrrowd Criarges         Travel Visa Fees       •         • 03. Personal Car Mileage       Personal Car Mileage         Personal Car Mileage       •         • 04. Food & Entertainment       Business Meals 10 or More Attendees         Business Meals 10 or More Attendees       Fundralsing Activity         Tickets       •         • 05. Other Expenses       Exception Purchase	

#### All overnight travel should be entered in the Mileage Calculator. Enter each Mileage Calculator Avoid Tolls Avoid Highways Waypoints destination as Мар (A) 1100 S Limestone, Lexington, KY 40506 38.0 MI Personal 18.8 MI Personal needed to document (a) 260 St-1035, Carlisle, KY 40311, USA your route. Click ew Lair Rd, Cynthiana, KY 41031, 668 31.5 MI 1100 S Limestone, Lexington, KY 40500 Calculate Route. Click blue button 1100 S Limestone, Lexington, KY 40508, USA "Add Mileage to ad north on S Limes Expense" to follow S Limestone the gas station (on the left in 0.2 mi) TOTAL PERSONAL TOTAL BUSINESS 0.0 MI 88.3 MI Use KERS log if no overnight and select UK funded.

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.

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.

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

\*Save and Skip to page 13 if no allocation

ps Calcular  and Table Action Map  and Table Action Map  and Table Action Map  and Table Action Map  and Table Action	Energiese Energiese Fuer Aller Fuer All	Lourse Proportion Bogot Company Comp	Taboris Control Contro
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Trip Purpose *	Traveler Type	Additional Information	From Location *
07. Other Travel 🗸	01. Employee 🗸		1100 S Limestone, Lexington,
To Location *	Payment Type	Transaction ID	Related Request/Expense Report 🕜
937 Phillips Ln, Louisville, KY 4	Paid by Employee		
		ja.	
State Fair State Funded Assignment			
	đ		
Vehicle ID*	Distance to Date	Distance *	Number of Passengers
FEDERAL RATE 🗸	0	78	0
Amount	Currency	Reimbursement Rates	
43.68	US, Dollar	USD 0.56 per mile View all reimbursement rates	
Save Expense Save and Add Anoth	er Cancel		

The Allocate window will open.		
*Rarely used by county employees in Field Programs. If state cost center 1012589560 used in header no allocation needed for state fair state assignment.	Allocate Percent 1 54 56 Percent Annount Assort 54 56 Defined Annount Assort 54 56 Defined Annount Assort 54 56 Defined Annount Con CC-1012589550 Add to some framewill Assort 56 56 CC-1012589550 Add to some framewill March Santa Sa	x Houris % 100
Expenses can be allocated by Percent or Amount. Click the correct option for the allocation.	2	Cancel Save
Click Add to add a new allocation.		
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select the Cost Object Type and Cost Object ID for	+     ★       New Allocation     Favorite Allocations	
the new allocation.	Cost Object Type *	* Required field
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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   \$123.38 Percent Amount Amount S1233 Default Allocation Core, Cor	1 Allocat 132 28 100%	al Order	0 mentag 0% 0% 0% 00% 00%	19.05	Protect % 0 100 Cncil Str
Concur will return to the expense Details tab.	← → Personal Car	r Mileage \$43.68 💼				Cancel Save Expense
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You can hide or show receipt in top right corner under Save Expense. Cancel Save Expense Show Receipt	Trip Purpose *          07. Other Travel         To Location *         937 Phillips Ln, Louisville, KY 4         Comment         State Fair State Funded Assignment	Traveler Type 01. Employee Payment Type Paid by Employee		Additional Information Transaction ID		From Location * 1100 S Limestone, Lexington, Related Request/Expense Report @
*No attachment needed for overnight travel for mileage. Next, add an attachment by clicking on the red (+) Attach Receipt Image.	Vehicle ID * FEDERAL RATE  Amount 43.68 Save Expense Cancel	Distance to Date 0 Currency US, Dollar		Distance * 78 Reimbursement Rates USD 0.56 per mile View all reimbursement rates		Number of Passengers 0

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#### CES Quick Reference Guide – Concur



The attachment is now saved to the expense.	Details     Itemizations <ul> <li>Mileage Calculator</li> <li>Allocate</li> <li>* Required field</li> <li>I / 1 - + </li> </ul> <ul> <li>I / 1 - + </li> <li>Expense Type *</li> <li>Personal Car Mileage</li> <li>I / I - + </li> </ul> <ul> <li>I / I - + </li> </ul>	Hide Receipt	Ē
If the wrong file was uploaded, click Detach and repeat the attachment process, selecting the correct file.	Transaction Date *       Trip Type *         08/16/2021       Domestic         Trip Purpose *       Domestic         07. Other Travel       01. Employee         07. Other Travel       01. Employee         Additional Information       From Location *         To Location *       1100 S Limestone, Lexington, KY 405         To Location *       Payment Type         937 Phillips Ln, Louisville, KY 40209,       Paid by Employee         Transaction ID       Related Request Expense Report ?	Signature here	
When the expense information is complete and correct, click Save Expense.	Comment  Comment  State Fair State Funded Assignment  Vehicle ID*  FEDERAL RATE  Distance *  Number of Passengers  78  0	Append	
Concur will return to the expense report.	SF 08172021 DT TMW \$43.68 Not Submitted Report Details  Print/Share  Manage Receipts  Travel Allowance	Copy Report Submit f	Report
To add another expense, click Add Expense.	Add Expense     Edit     Delete     Copy     Allocate     Combine Expenses     Move to v       Alerts     Receipt     Payment Type     Expense Type     Vendor Details       Image: Combine Expense     Image     Image     Image	Date   Req 08/16/2021 \$ \$	uested 43.68 43.68



Report				
The New Expense will open to the expense Details tab.				
Be sure to review and complete all required fields.				
NOTE: Manue Calda	New Expense			Cancel Save Expense
NOTE: Many fields	Details Itemizations			Show Receipt
from the report	Allocate     Expense Type *		Transaction Date *	* Required field
header. Other fields	Travel Registration Fees	× )	08/16/2021	Domestic 🗸
such as Transaction	Trip Purpose *	Traveler Type *	Additional Information	Vendor Name
Date, Vendor Name,	07. Other Travel	01. Employee ~	State Fair State Assignment	
Payment Type.	City of Purchase	Payment Type *	Amount *	US. Dollar
Amount and	Transaction ID	Related Request/Expense Report 🙆	Comment	
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NOTE: The business				
NOTE: The <u>business</u>				
purpose needs to be				
added to the				
Additional				
Information field or				
the Comment field.				



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If any receipts have already been uploaded to Concur they will appear.	<b>€</b> Upload F Imag	Receipt ge	Attachment.pdf 7/30/2020 5:37 PM				
Otherwise, click on Upload Receipt Image to upload an attachment from your computer.		Attach	View			Close	
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window will appear.	$\leftrightarrow$ $\rightarrow$ $\checkmark$ $\uparrow$ 🗎 $\Rightarrow$ This l	PC > Documents >			v Ö 🗸	earch Documents	
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your computer, click on the file and click Open.	<ul> <li>This PC</li> <li>3D Objects</li> <li>Desktop</li> <li>Downloads</li> <li>Music</li> <li>Pictures</li> <li>Videos</li> <li>Local Disk (C:)</li> <li>apS (\uk-oct4.a</li> <li>apmgmtS (\uk-oct4.a</li> <li>apmgmtS (\uk-oct4.a</li> <li>iris (\ue-oct4.a</li> <li>iris (\ue-oct</li></ul>	Managing Account Form-7748           Managing Account Form-8571           Wire Transfer-JJP Enterprises 07-30-20           1901746312           1901746310           5106258173-5101336217           1901746307           Wire Transfer-CorVel 07-29-20           Example Attachment           PO 4500080572-WBS 4217511300-GL 533           PO 7500212640-WBS 4102521000-GL 565           PO 7500226404-WBS 4102530000-GL 565           PO 7500246046-WBS 4102530000-GL 565           PO 7500246046-WBS 4102530000-GL 565           PO 4500080976-WBS 4217511300-GL 533           Wire Transfer-Corwonwealth of Kenturner           Example Attachment	7/30/2020 12:12 PM 7/30/2020 12:12 PM 7/30/2020 9:09 AM 7/30/2020 9:09 AM 7/30/2020 9:06 AM 7/30/2020 9:03 AM 7/30/2020 8:59 AM 7/39/2020 4:29 PM 01	Adobe Acrobat D Adobe Acrobat D	118 KB 118 KB 266 KB 270 KB 264 KB 777 KB 1,025 KB 20 KB 20 KB 355 KB 164 KB 181 KB 223 KB 86 KB 595 KB All Sur C	oported Types	

The Attach Receipt screen will appear while Concur is uploading the receipt and saving it to the transaction.	Attach Receipt	×
		Close
Once the attachment is uploaded, the file will open. Review to be certain the correct attachment was added to the expense.	CCTTRATICALIDESONDCOCCOUNTING put - Addees A crobed Pro DC       -       -       ×         Fix       Edit       Views' Sign:       Windows' Help       •       •       •         Image: Topology       CCCTTRATICALIDESONDCOCCOUNTING Pro DC       -       -       -       ×         Image: Topology       CCCTTRATICALIDESONDCOCCOUNTING Pro DC       -       -       -       ×         Image: Topology       CCCTTRATICALIDESONDCOCCOUNTING Pro DC       -       -       -       ×         Image: Topology       CCCTTRATICALIDESONDCOCCOUNTING       Image: Topology       Image: Topology <td< td=""><td></td></td<>	
Close the file by clicking on the X in the top right corner.		

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expense Details tab.	Expense Type *	Required lield	SAVAN USA	-
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	Paid by employee check # 1234 - add addition	nal comments in this section.	Detach	
Concur will return to				
the expense report				
	SF 08172021 DT TMW \$5	8.68 🟛	Copy Report	Submit Report
	Not Submitted			
	Report Details 🗸 Print/Share 🗸 Manage Receipts	✓ Travel Allowance ✓		
When complete	Add Expense Edit Delete			
when complete,	Alerts Receipt Payment Type	Expense Type	Vendor Details Date 😇	Requested
review the expense	Paid by Employee	Personal Car Mileage	08/16/2021	\$43.68
report to ensure all				
expenses are	Paid by Employee	Travel Registration Fees	08/16/2021	\$15.00
complete and				\$58.68
accurate				
To review the Report				
Header data and				
expense data on one	Print/Share  Mar	nage Receipts 🔻 🛛 Trav	vel Al	
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flie, click on	*I IK-Detailed Report			
Print/Share and UK-	OR-Detailed Report			
Detailed Report.	**Report - Detailed Re	port with Summary Data		
•				

Review the Employee details, report header information, and expenses including allocations.	Exponse Report Report Name : SF 08172021 DT TMV User Name : Ward, Tna M. User ID : 00011524 Email Address : tinaward@uky.edu Default Approver : Bhotweit, Christian S. Report Header Policy : 'UK-General Travel Policy Report Hei : 153(00A00A0/04798956 Report Mei : 153(00A00A0/04798956 Report Mei : 153(00A00A0/04798956 Report Mei : 213138 Thip Start Date : 08116/2021 Thip End Date : 08117/2021 'Does this tip Include personal travel ?: No Cost Object TP: E Cost Center (CC) 'Gost Object TD : FELD EXT PGM (1012589560)
	Expansion     Expansion     Code of MappendTim NonTravel Vendor Transaction ID     City of ID     Payment ID     Amount Related Request Expansion     Additional Information       Date     Personal Car Minage     Code Travel Vendor Travel Vendor Transaction ID     Parchase Travel     Payment ID     Amount Related Request Expansion     Additional Request Expansion       08/15/2021     Personal Car Minage     Sol0119     07.01147     Travel     Paid by Employee     \$43.68       08/15/2021     Comment Vendor (45.18) (45/27/2021): State Fair State Fersonal Car Minage     State Fair State Travel     Paid by Employee     \$15.00     State Fair State Fair S
	check # 1234 - add additional comments in this section. 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.	Report Totals         Report Totals         Tried Registration Fass:       300.00         Order       300.00         Payment Type       Annount         Digentities       SSE.00         Payment Type       Annount         Payment Type       SSE.68         Personal Expanses:       SOE.00         Total Annount Claimed :       ISSE.68         University Disbursements       University Disbursements         Annount Dau University Cord :       SOE.00         Annount Dau University Cord :       SOE.00         Annount Dau University Cord Press       SOE.00
Additional sections of the UK-Detailed Report that should be reviewed are the Approval Flow and Audit Trail.	Actor. Approval Flow Actor. Approver Supervisit Actor. Approver Supervisit Approval Business Officer Approval Business Officer Approval Accounts Payable Approval

### CES Quick Reference Guide – Concur

Once the report is reviewed, click Close.	*UK-Detailed Report ✓ Show Expenses □ Show Itemizations	×
You can save as PDF to see all in one screen without scrolling.	Expense Report Report Name : SF 08172021 DT TMW	
You can e-mail to the fiscal contact or designated person to	User Name : Ward, Tina M. User ID : 00011624 Email Address : tinaward@uky.edu Default Approver : Shotwell, Christian S.	
billing arrives to reconcile.	Report Header Policy : "UK-General Travel Policy Report Id : 1E3C9D9A00A049799B5B Report Key : 32138 Trip Start Date : 08/16/2021 Trip End Date : 08/17/2021 *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	SF 08172021 DT TMW \$58.68     Copy Report     Submitted       Not Submitted     Report Details ~ Print/Share ~ Manage Receipts ~ Travel Allowance ~     Add Expense     Edit     Delete     Copy     Allocate     Combine Expenses     Move to ~	it Report
Submit Report.	□ Alerts Receipt Payment Type Expense Type Vendor Details Date	lequested
	Paid by Employee Personal Car Mileage 08/16/2021	\$43.68
	Paid by Employee Travel Registration Fees 08/16/2021	\$15.00

The User Electronic Agreement will appear. Read the agreement and click Accept and Continue. Scroll down to read all detail and then accept & continue will turn blue.	User Electronic Agreem 1. This report is a true and acc University of Kentucky, and there expenses as defined by Universit 2. All required receipt images 3. If charged to a sponsored pir accordance with Costing Guidelin 4. If this expense report contai acknowledge that these expense and accept that I must reimburses this amount will be withheld from 5. I have not received, nor will 6. In the event of overpayment I assume responsibility for repayi	ent curate accounting of the exp are no expenses claimed a y BPMs, Appendices, and have been attached to this i roject(s), I further certify tha nes for Sponsored Projects, ins personal expenses incu s are not allowable busines the University of Kentucky my wages through the Univ I receive, reimbursement fro or if payment is received fo ng the University of Kentuck	penses incurred to a as reimbursable whic policies. report. t all charges provide BPM Appendix 3. rred by me on a Uni s expenses as defin for the total amount rersity's payroll proc m any other source rm another source fr ky in full for those es	accomplish official business for the ch relate to personal or unallowable e direct benefit to the project(s) in wersity of Kentucky procurement card hed by University policies. I understand t of these personal expenses and that ress. (s) for the expenses claimed. or any portion of the expenses claimed xpenses.	×
				Cancel Accept & Continu	Ie
The Report Totals screen will appear.	Report Totals				
Review the totals for accuracy.	Company Pays \$156.38	\$15.00	Employee P \$0.00	Pays	
Click Submit Report.	Employee	Card (Ag - Paid by County)	Company		
	Amount Total: \$171.38	Due Employee: \$156.38 Amount Due (Ag County): \$15.00	- Paid by	Owed Company: \$0.00	
	Requested Amount: \$171.38	- Total Paid By Co \$171.38	ompany:	Total Owed By Employee: \$0.00	-
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The Report Status	Report Status				×
and confirm the report has been	Report Sul	omitted			
submitted.	Aug 2020 Mthly Milea	ge \$171.38			
Click Close.					
				Close	

Concur will return to the Manage Expenses Report Library.	Manage Expenses Manage Expenses		
The report will show as Submitted and show the current status in workflow.	REPORT LIBRARY View Active Rep	SUBMITTED 09/10/2020 Aug 2020 Mthly Mileage	
Continue creating expenses report, correcting reports that may have been returned, or sign out if finished.	Create New Report	\$171.38 Submitted & Pending Supervisor Approval Christian Shotwell	

Sample of Hotel expense – You must click on Itemizations to break out the room rate and taxes.

→ Hotel \$125.0	00 💼					Cance	Save Expe
Details Itemizations							Show Receipt
xpense Type *			Check-in	Date *		Check-out Date *	* Required Night
Hotel		~	07/14/	2022		07/15/2022	1
ransaction Date *	Trip Type *		Trip Purp	ose *		Traveler Type *	
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dditional Information	Vendor *		City of Pu	irchase *		Payment Type *	
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