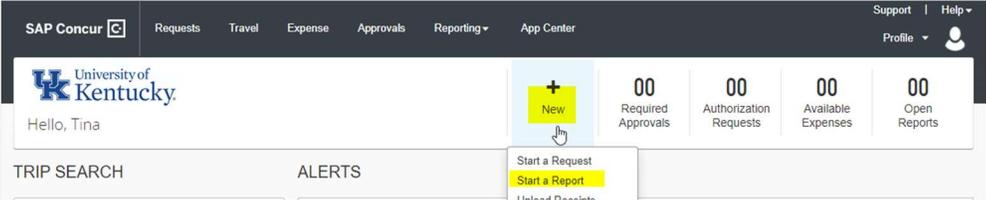


Create and Submit a State Fair State Funded (SF) Travel Expense Report

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	
<p>From the Concur launch page, click on the "+ New" and select "Start a Report".</p>	
	<p>County extension employees in Field Programs are <u>not</u> required to submit a <i>travel request</i> for normal monthly mileage travel report.</p>

Create and Submit a State Fair State Funded (SF) 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 following Create New Report fields are required:

- Policy: To create a Concur Travel Expense Report,
 - choose the "General Travel Policy"
- Trip Name: SF Date OT Initials Other
- "SF" for state fair state funded, end date of travel, DT (day trip) or OT (overnight travel) Your Initials then other information as room allows
- Trip Start Date: First date of travel.
- Trip End Date: Last date of travel.
- Business Destination: Enter "State Fair Assignment"
- Trip Purpose: Choose the correct trip purpose from the dropdown menu.

Note: Normal travel you use 10 or 11 but for State Fair State Funded you can use 07 Other Travel

- 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. Most often "No"
- 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.

Create and Submit a State Fair State Funded (SF) Travel Expense Report

	<ul style="list-style-type: none"> • Cost Object Type: Choose Cost Center, WBS, Fund or Internal Order. *State Fair State Funded is Cost Center • Cost Object ID: Enter the appropriate cost object for the report header. *State Fair State Funded should be 1012589560 <div style="text-align: center;">  </div> <ul style="list-style-type: none"> • <i>Wipe out data, type in 1012589560 should be at the bottom of selection box.</i> • 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. <p>Other fields that may need to be populated but are not required by Concur on the Report Header:</p> <ul style="list-style-type: none"> • Additional Information: Enter the business purpose for the travel 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). • 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 state fair state funded • 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 bottom of page 7 after you click Create Report in bottom right corner. <div style="text-align: right;">  </div>
--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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

Click Next.



Create and Submit a State Fair State Funded (SF) Travel Expense Report

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.

Travel Allowances For Report: SF 08172021 OT TMW

Create New Itinerary | Available Itineraries | Expenses & Adjustments

Itinerary Info

Itinerary Name: SF 08172021 OT TMW | Selection: USGSA

Add Stop | Edit Stop | Import Itinerary

Departure City	Arrival City	Arrival Rate Location
No Itinerary Rows Found		

New Itinerary Stop

Departure City: Louisville, Kentucky

Date: 08/16/2021 | Time: 8:30 AM

Arrival City: Louisville, Kentucky

Date: 08/16/2021 | Time: 8:30 AM

Go to Single Day Itinerary | Next | Cancel

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.

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.

Travel Allowances For Report: SF 08172021 OT TMW

Full Itinerary | Available Itineraries | Expenses & Adjustments

Itinerary Info

Itinerary Name: SF 08172021 OT TMW | Selection: USGSA

Add Stop | Edit Stop | Import Itinerary

Departure City	Arrival City	Arrival Rate Location
Louisville, Kentucky	Louisville, Kentucky	JEFFERSON COUNTY, US-KY, US

New Itinerary Stop

Departure City: Louisville, Kentucky

Date: 08/17/2021 | Time: 7:30 PM

Arrival City: Louisville, Kentucky

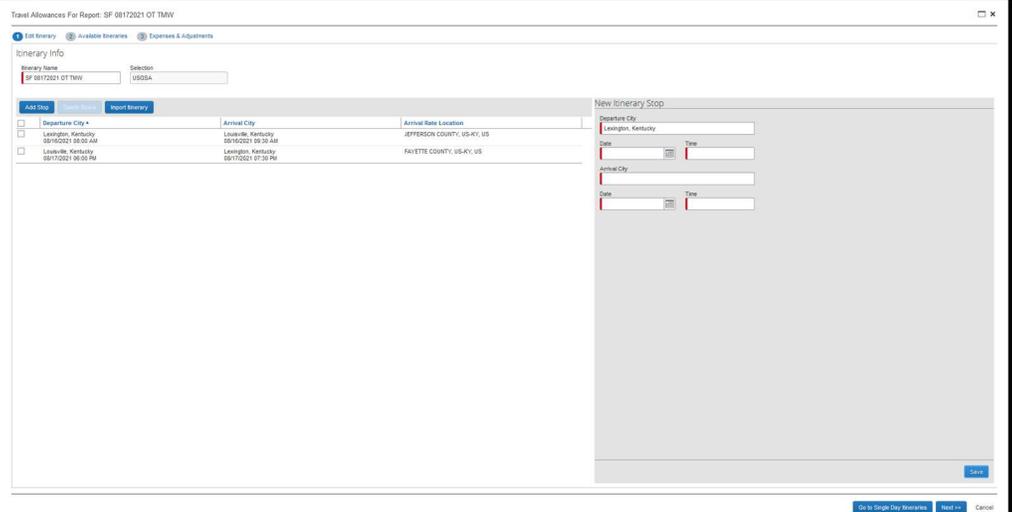
Date: 08/17/2021 | Time: 7:30 PM

Go to Single Day Itinerary | Next | Cancel

Create and Submit a State Fair State Funded (SF) Travel Expense Report

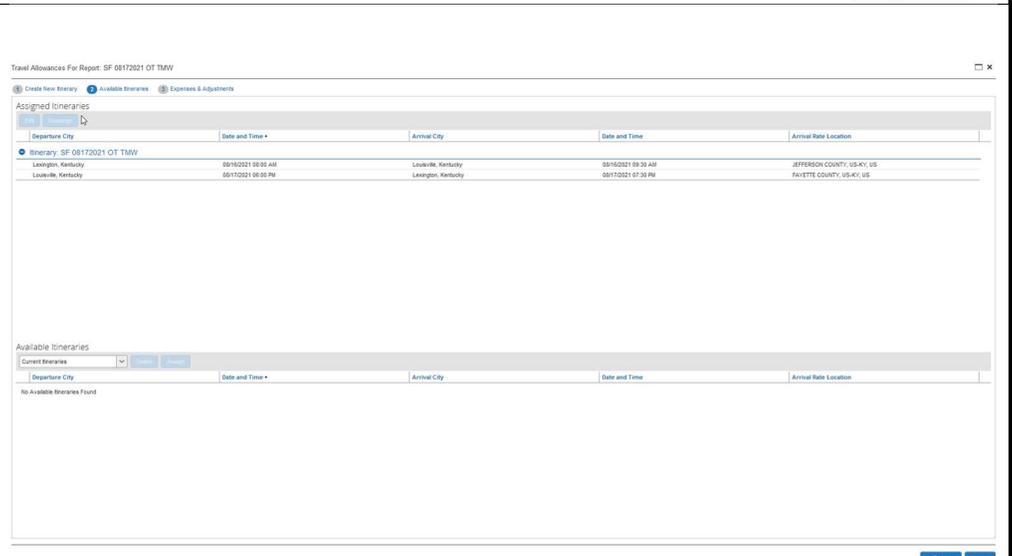
The itinerary information will be displayed and can be modified if changes are needed.

Click Next.



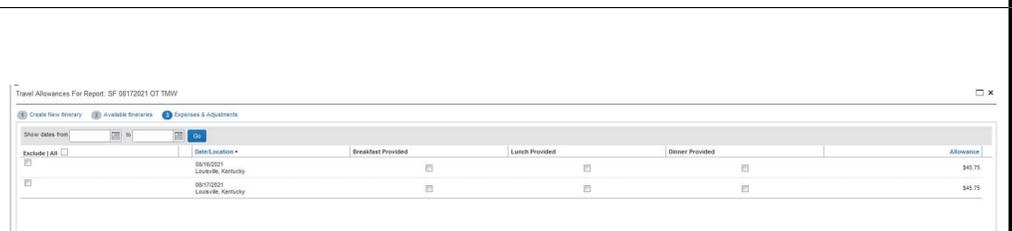
The Travel Allowances for Report will display the itinerary once again and allow for the itinerary to be edited. If the itinerary is correct, click Next.

Overnight travel should be one itinerary. Day travel would be individual itinerary entries.



The per diem allowance will be displayed for each day.

Allowance is 75% first day and 75% last day of travel no matter the duration of travel. You can modify allowance amounts as needed.



Create and Submit a State Fair State Funded (SF) Travel Expense Report

Click box for each meal provided and the per diem allowance will be reduced for those meals.

Click Create Expenses.

Travel Allowances For Report: SF 08172021 OT TMW

Home New Entry Available Expenses Expenses & Adjustments

Show data from: [Date Range] [Go]

Exclude All [X]

Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
08/16/2021 Louisville, Kentucky	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$45.75
08/17/2021 Louisville, Kentucky	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$31.75

[Previous] [Create Expenses] [Cancel]

The travel expense report will be created and populated with the daily per diem allowances.

Manage Expenses

Alerts: 2

SF 08172021 OT TMW \$77.50

Not Submitted Copy Report Submit Report

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	Daily Allowance	Louisville, Kentucky	08/17/2021	\$31.75
<input type="checkbox"/>			Paid by Employee	Daily Allowance	Louisville, Kentucky	08/16/2021	\$45.75
							\$77.50

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.

Create and Submit a State Fair State Funded (SF) 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.

Manage Expenses Screen:

SF 08172021 OT TMW \$77.50 Copy Report Submit Report

Not Submitted

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

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>		Paid by Employee	Daily Allowance	Louisville, Kentucky	08/17/2021	\$31.75
<input type="checkbox"/>		Paid by Employee	Daily Allowance	Louisville, Kentucky	08/16/2021	\$45.75
						\$77.50

Details Screen:

Manage Expenses

Alerts: 1

← → Daily Allowance \$45.75 Cancel Save Expense

08/16/2021 Show Receipt

Allocate

* Required field

Expense Type: Daily Allowance | Transaction Date: 08/16/2021 | Trip Type: Domestic

Trip Purpose: 07. Other Travel | Traveler Type: 01. Employee | Additional Information: | City of Purchase: Louisville, Kentucky

Payment Type: Paid by Employee | Amount: 45.75 | Currency: US, Dollar | Transaction ID:

Related Request/Expense Report: | Comment:

Save Expense Cancel

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

Manage Expenses

SF 08172021 DT TMW \$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 State Fair State Funded (SF) 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.**

Add Expense

The screenshot shows the 'Add Expense' window with a close button (x) in the top right corner. At the top, there are two tabs: '0 Available Expenses' (selected) and '+ Create New Expense'. Below the tabs is a search bar labeled 'Search for an expense type'. A scrollable list of expense types is displayed below the search bar. The list is organized into sections: '^ Recently Used' (Travel Registration Fees, Personal Car Mileage, Parking, Hotel) and '^ 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

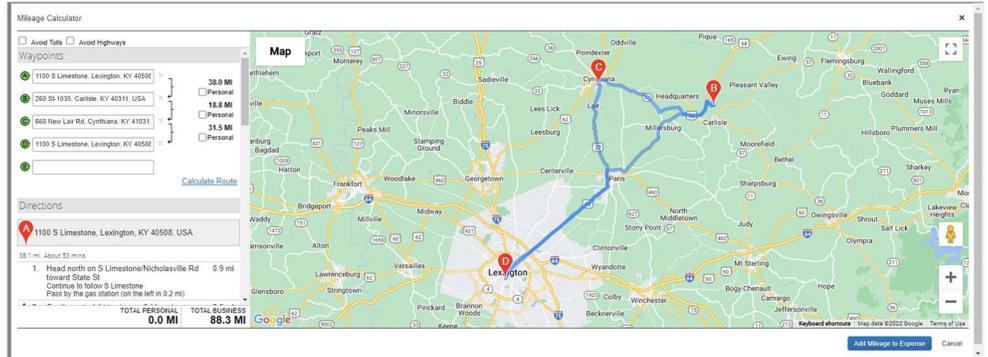
The screenshot shows the 'Add Expense' window with a close button (x) in the top right corner. At the top, there are two tabs: '0 Available Expenses' (selected) and '+ Create New Expense'. Below the tabs is a search bar labeled 'Search for an expense type'. A scrollable list of expense types is displayed below the search bar. The list is organized into sections: '^ 03. Personal Car Mileage' (Personal Car Mileage), '^ 04. Food & Entertainment' (Business Meals <10 Attendees, Business Meals 10 or More Attendees, Fundraising Activity, Tickets), and '^ 05. Other Expenses' (Exception Purchase).

Create and Submit a State Fair State Funded (SF) Travel Expense Report

All overnight travel should be entered in the Mileage Calculator.

Enter each destination as needed to document your route. Click Calculate Route. Click blue button “Add Mileage to Expense”

Use KERS log if no overnight and select UK funded.



Create and Submit a State Fair State Funded (SF) Travel Expense Report

Concur will display the transaction Details tab.

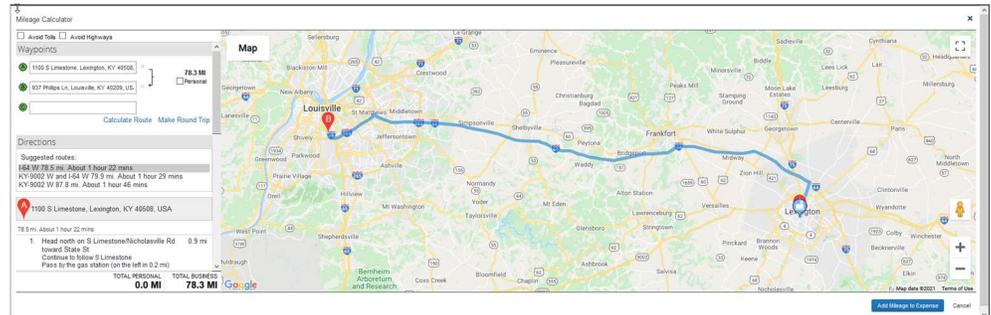
Review and modify the data in all fields if necessary. Be certain all fields denoted with a red (*) are populated.

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**



New Expense Cancel Save Expense Show Receipt

Details **Itemizations**

[Mileage Calculator](#) | [Allocate](#)

Expense Type * Personal Car Mileage **Transaction Date *** 08/16/2021 **Trip Type *** Domestic

Trip Purpose * 07. Other Travel **Traveler Type** 01. Employee **Additional Information** **From Location *** 1100 S Limestone, Lexington, ...

To Location * 937 Phillips Ln, Louisville, KY 4 ... **Payment Type** Paid by Employee **Transaction ID** **Related Request/Expense Report ?**

Comment
State Fair State Funded Assignment

Vehicle ID * FEDERAL RATE **Distance to Date** 0 **Distance *** 78 **Number of Passengers** 0

Amount 43.68 **Currency** US, Dollar **Reimbursement Rates** USD 0.56 per mile [View all reimbursement rates](#)

Save Expense Save and Add Another Cancel

Create and Submit a State Fair State Funded (SF) Travel Expense Report

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.*

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

Click Add to add a new allocation.

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

Click Add to List.

Create and Submit a State Fair State Funded (SF) Travel Expense Report

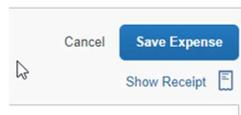
Add the allocation percentage or amount to the new allocation. Tab out of the field to see the allocation calculate.

Click Save.

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.



**No attachment needed for overnight travel for mileage.*

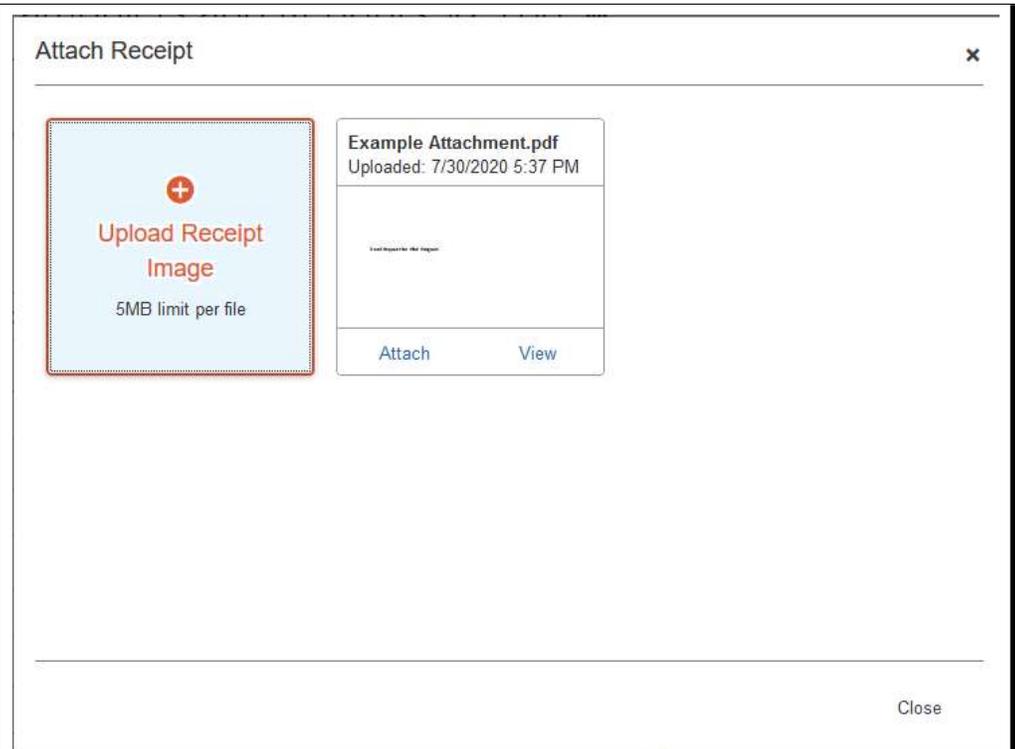
Next, add an attachment by clicking on the red (+) Attach Receipt Image.

Create and Submit a State Fair State Funded (SF) Travel Expense Report

The Attach Receipt window will appear.

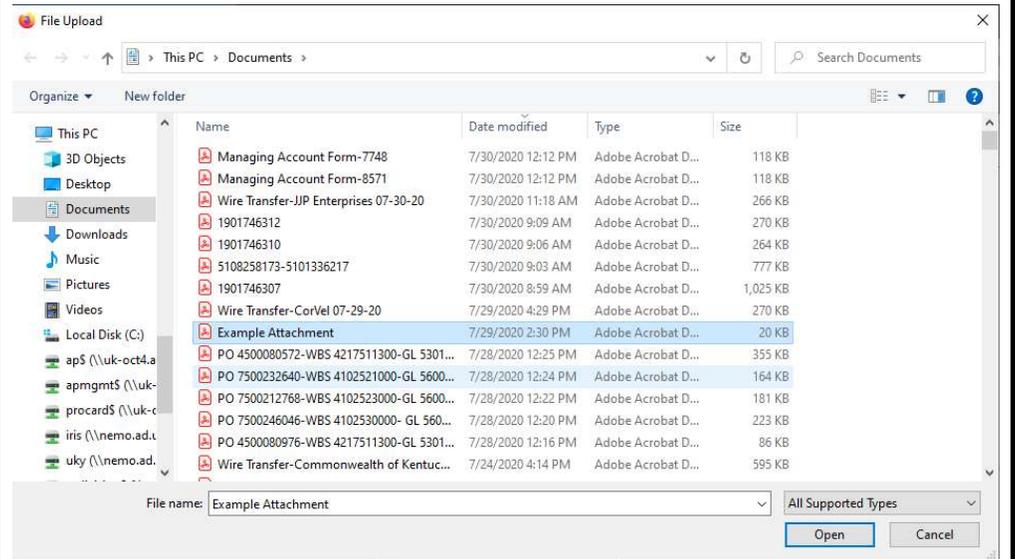
If any receipts have already been uploaded to Concur they will appear. Otherwise, click on Upload Receipt Image to upload an attachment from your computer.

Note – 5MB limit per file upload.



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

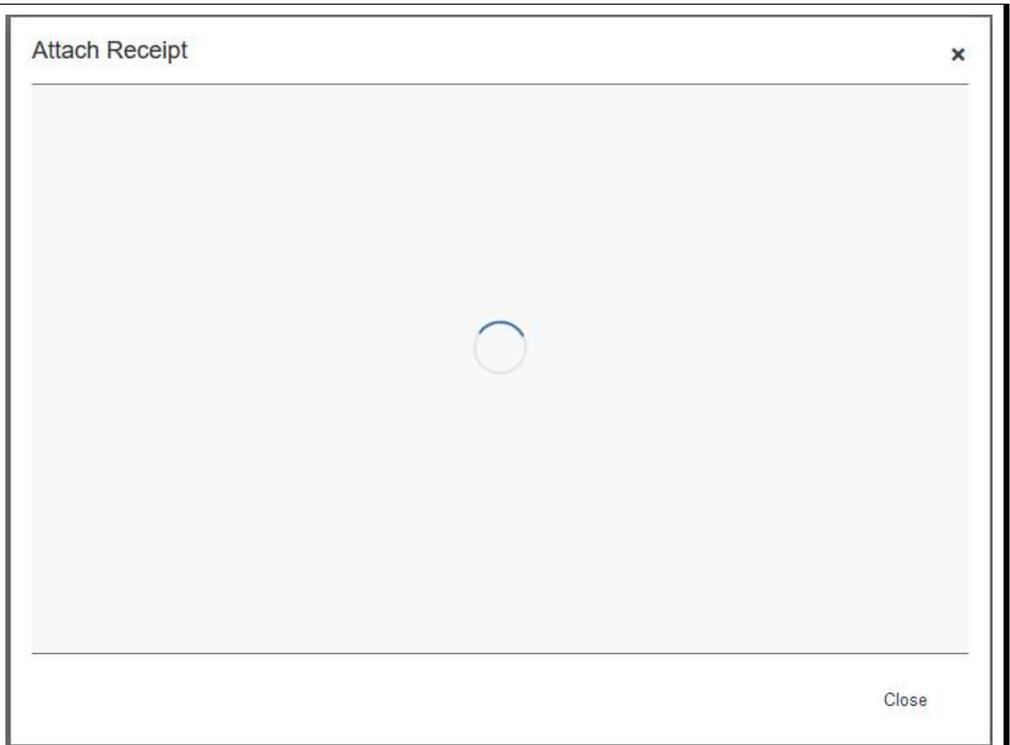
Note: Locate your scanned and signed KERS mileage log and add as a receipt.



Create and Submit a State Fair State Funded (SF) Travel Expense Report

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 State Fair State Funded (SF) 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.

The screenshot shows a web interface with a PDF viewer at the top and a receipt area below. The PDF viewer displays a document titled "Travel Request for Pilot Program". Below the viewer is a "Hide Receipt" button. The receipt area contains a form with a "Required field" label and several input fields. The receipt itself is titled "34CFFD1F040ESCE1C0657..." and is for "August 2020 Mileage Log" for Tina Ward. It includes a table of mileage data and signature lines for the employee and an authorized reviewer.

Date	Starting Location	Destination(s)	Business Purpose	Program	Mileage
08/05/2020	Corydon	West 1	West 1	A-F	25
08/05/2020	Corydon	West 2	West 2	A-F	25
08/11/2020	Corydon	West 3	West 3	A-F	25
08/20/2020	Corydon	West 4	West 4	A-F	25
Total County Funded Travel (separate travel report required)					100

Report Generated: 09/08/2020 09:07 PM

Aug2020miles.pdf Uploaded: 09/08/2020

Buttons: Detach, Append

Create and Submit a State Fair State Funded (SF) 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.

The screenshot shows the 'Details' tab of a Concur expense report. The 'Expense Type' is 'Personal Car Mileage'. The 'Transaction Date' is '08/16/2021'. The 'Trip Purpose' is '07. Other Travel'. The 'From Location' is '1100 S Limestone, Lexington, KY 405...'. The 'To Location' is '937 Phillips Ln, Louisville, KY 40209, ...'. The 'Payment Type' is 'Paid by Employee'. The comment is 'State Fair State Funded Assignment'. An attached receipt is shown on the right, titled 'October 2020 Mileage Log' from the University of Kentucky. The receipt includes a table with columns for Date, From, To, and Miles. At the bottom of the receipt, there are two 'Signature here' lines. Below the receipt, there are 'Detach' and 'Append' buttons.

Concur will return to the expense report.

To add another expense, click Add Expense.

SF 08172021 DT TMW \$43.68

Not Submitted [Copy Report](#) [Submit Report](#)

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

[Add Expense](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#) [Combine Expenses](#) [Move to](#) ▼

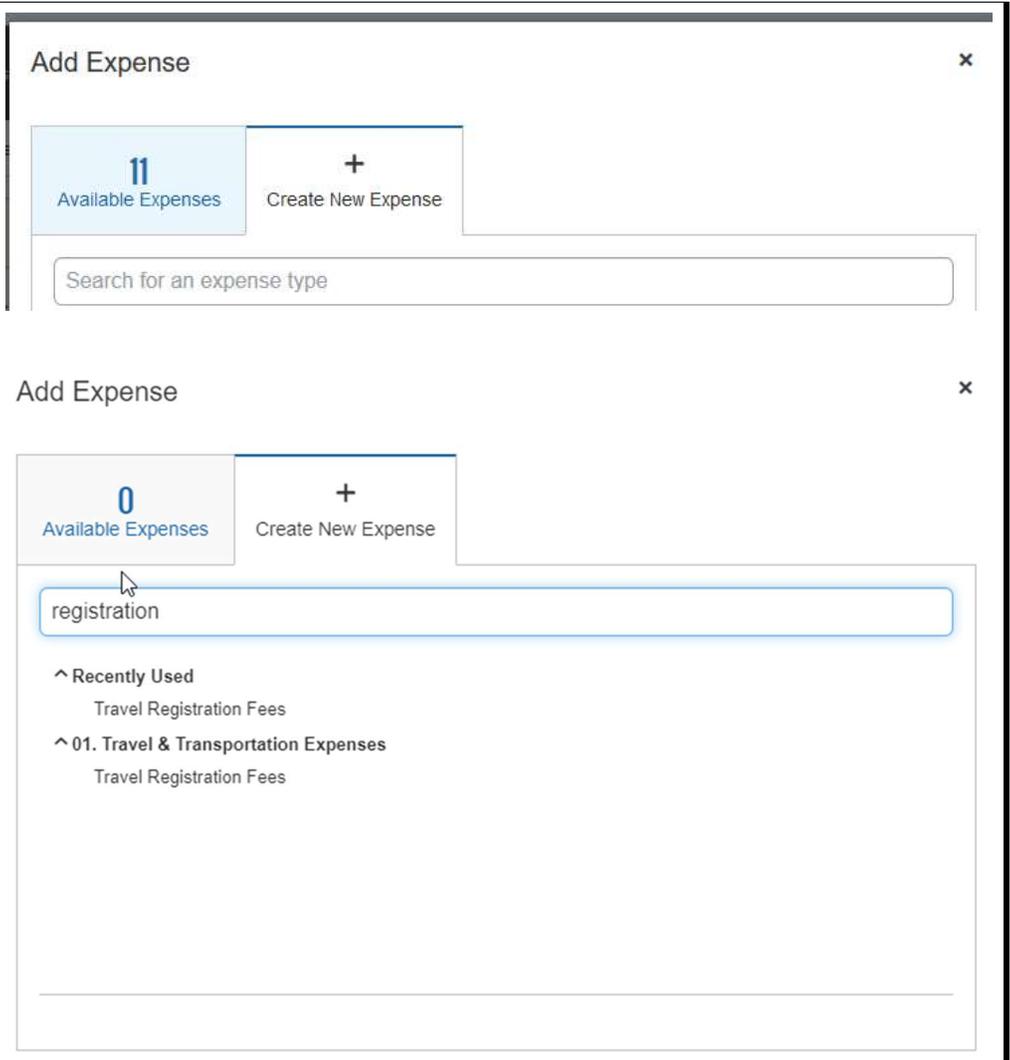
<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>			Paid by Employee	Personal Car Mileage		08/16/2021	\$43.68
							\$43.68

Create and Submit a State Fair State Funded (SF) 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 State Fair State Funded (SF) 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 'Details' tab is active. The form includes the following fields and values:

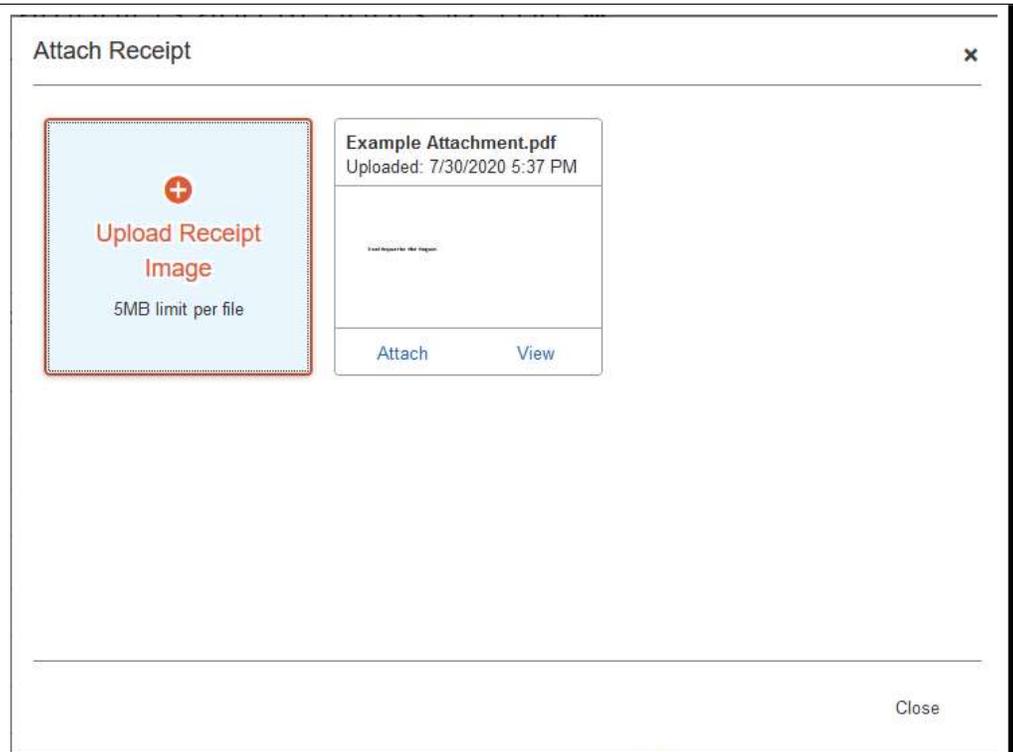
- Expense Type ***: Travel Registration Fees
- Transaction Date ***: 08/16/2021
- Trip Type ***: Domestic
- Trip Purpose ***: 07. Other Travel
- Traveler Type ***: 01. Employee
- Additional Information**: State Fair State Assignment
- Vendor Name**: (empty)
- City of Purchase**: (empty)
- Payment Type ***: Paid by Employee
- Amount ***: (empty)
- Currency ***: US, Dollar
- Transaction ID**: (empty)
- Related Request/Expense Report ?**: (empty)
- Comment**: Paid by employee check # 1234 - add additional comments in this section.

Buttons at the bottom: Save Expense, Save and Add Another, Cancel.

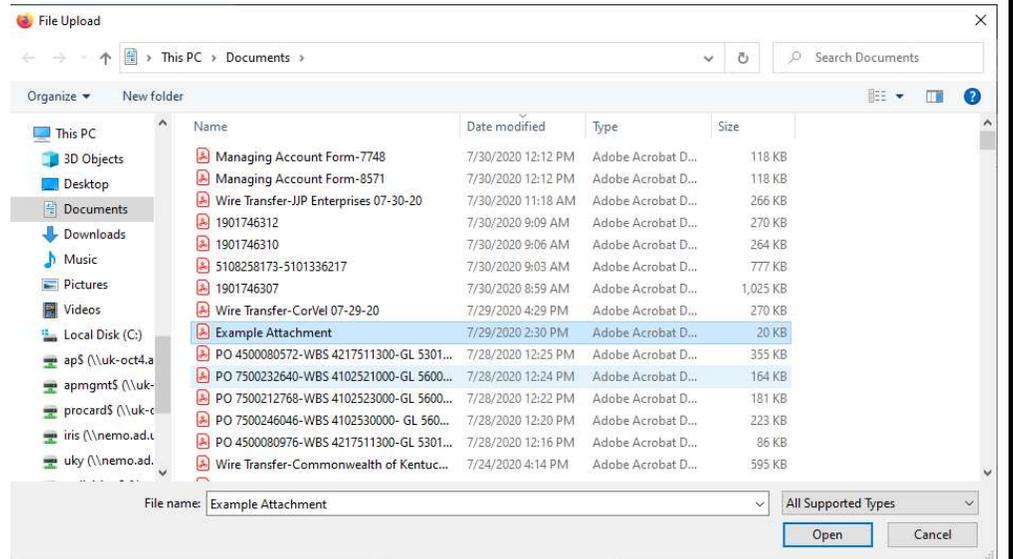
Create and Submit a State Fair State Funded (SF) Travel Expense Report

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.

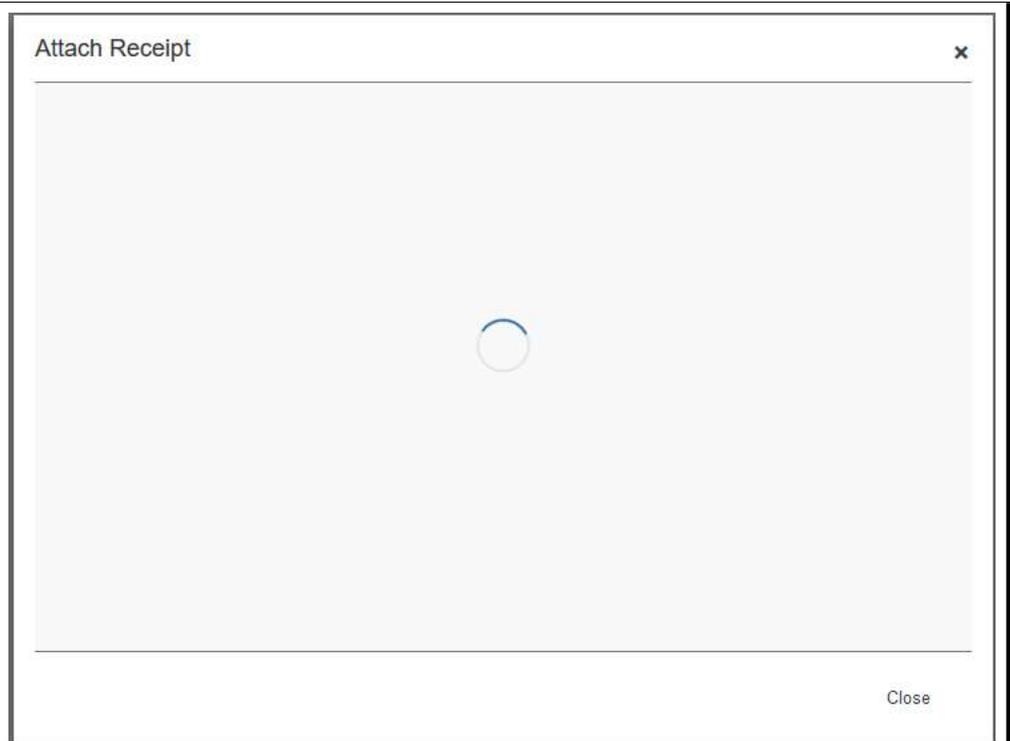


The file upload window will appear. Locate the file on your computer, click on the file and click Open.



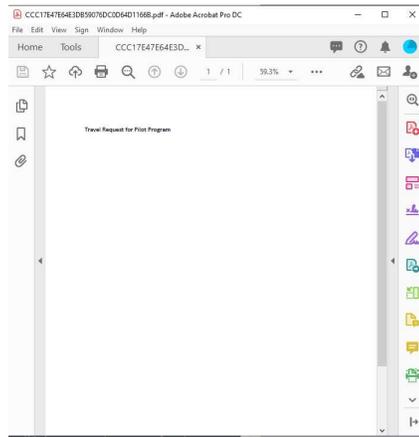
Create and Submit a State Fair State Funded (SF) Travel Expense Report

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 State Fair State Funded (SF) 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.

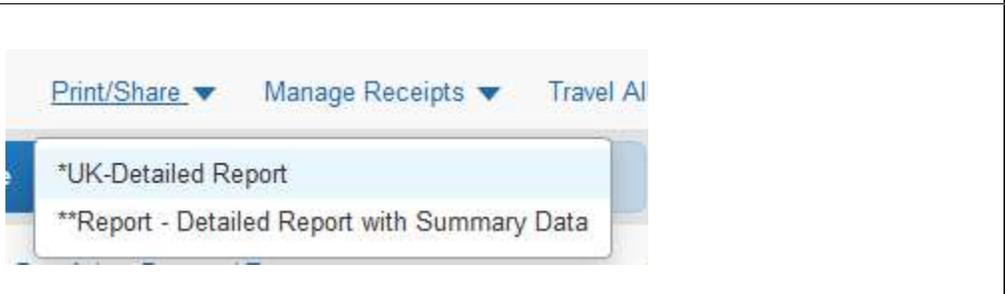
SF 08172021 DT TMW \$58.68 [Copy Report](#) [Submit Report](#)

Not Submitted

Report Details

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>			Paid by Employee	Personal Car Mileage		08/16/2021	\$43.68
<input type="checkbox"/>			Paid by Employee	Travel Registration Fees		08/16/2021	\$15.00
							\$58.68

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



Create and Submit a State Fair State Funded (SF) Travel Expense Report

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

Expense Report
Report Name : SF 08172021 DT TMW

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

Report Header

Policy : *UK-General Travel Policy
Report ID : 1E3C8D9A00A048799B5B
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)
*Cost Object ID : FIELD EXT PGM (1012589560)

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
08/16/2021	Personal Car Mileage	530019	07- Other Travel					Paid by Employee	\$43.68		
Allocations : 100% (\$43.68) R3PCLNT300-LK00-CC-1012589560 Comment : Ward, Tina M. (05/27/2021): State Fair State Funded Assignment											
08/16/2021	Travel Registration Fees	530019	07- Other Travel					Paid by Employee	\$15.00		State Fair State Assignment
Allocations : 100% (\$15.00) R3PCLNT300-LK00-CC-1012589560 Comment : Ward, Tina M. (05/17/2021): Paid by employee 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.

Expense Type Summary

Expense Type	Account Code	Amount
Personal Car Mileage	530019	\$43.68
Travel Registration Fees	530019	\$15.00

Allocation Summary

*Cost Object Type	*Cost Object ID	*Fund	*Statistical Order	Amount
Cost Center	FIELD EXT PGM (1012589560)			\$58.68

Payment Type

Payment Type	Amount
Paid by Employee	\$58.68

Report Totals

Report Total :	\$58.68
Personal Expenses :	\$0.00
Total Amount Claimed :	\$58.68
Amount Approved :	\$58.68

	University Disbursements	\$58.68
Amount Due User :		\$0.00
Amount Due University Card :		\$58.68
Total Paid By University :		\$58.68
	Employee Disbursements	\$0.00
Amount Due University :		\$0.00
Amount Due University Card From User :		\$0.00
Total Paid By User :		\$0.00

Approval Flow

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

Approval Flow

Action	Approver
1 Supervisor Approval Skippable Step	Shotwell, Christian S.
2 Business Officer Approval	
3 Accounts Payable Approval	

Create and Submit a State Fair State Funded (SF) Travel Expense Report

<p>Once the report is reviewed, click Close.</p> <p>You can save as PDF to see all in one screen without scrolling.</p> <p>You can e-mail to the fiscal contact or designated person to record until the trip billing arrives to reconcile.</p>																													
<p>Once the report is reviewed and ready to be submitted for approval, click Submit Report.</p>	<table border="1"> <thead> <tr> <th>Alerts</th> <th>Receipt</th> <th>Payment Type</th> <th>Expense Type</th> <th>Vendor Details</th> <th>Date</th> <th>Requested</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td>Paid by Employee</td> <td>Personal Car Mileage</td> <td></td> <td>08/16/2021</td> <td>\$43.68</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td>Paid by Employee</td> <td>Travel Registration Fees</td> <td></td> <td>08/16/2021</td> <td>\$15.00</td> </tr> <tr> <td colspan="6"></td> <td>\$58.68</td> </tr> </tbody> </table>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested	<input type="checkbox"/>		Paid by Employee	Personal Car Mileage		08/16/2021	\$43.68	<input type="checkbox"/>		Paid by Employee	Travel Registration Fees		08/16/2021	\$15.00							\$58.68
Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested																							
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Create and Submit a State Fair State Funded (SF) Travel Expense Report

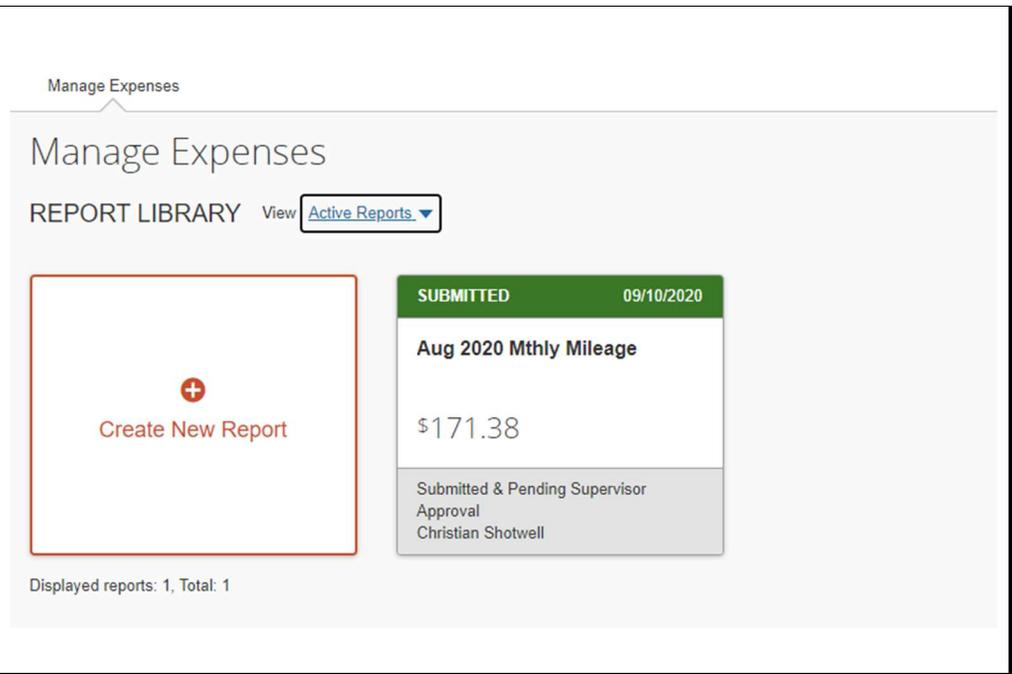
<p>The User Electronic Agreement will appear. Read the agreement and click Accept and Continue.</p> <p>Scroll down to read all detail and then accept & continue will turn blue.</p>	<div data-bbox="532 262 1485 766"> <p>User Electronic Agreement x</p> <hr/> <ol style="list-style-type: none"> This report 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. All required receipt images have been attached to this report. 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. 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. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed. 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="532 808 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>\$156.38</p> <p>Employee</p> </td> <td style="width: 33%; padding: 5px;"> <p>\$15.00</p> <p>Card (Ag - Paid by County)</p> </td> <td style="width: 33%; padding: 5px;"> <p>Employee Pays</p> <p>\$0.00</p> <p>Company</p> </td> </tr> </table> <table style="width: 100%;"> <tr> <td style="width: 33%;"> <p>Amount Total: \$171.38</p> </td> <td style="width: 33%;"> <p>Due Employee: \$156.38</p> <p>Amount Due (Ag - Paid by County): \$15.00</p> </td> <td style="width: 33%;"> <p>Owed Company: \$0.00</p> </td> </tr> <tr> <td> <p>Requested Amount: \$171.38</p> </td> <td> <p>Total Paid By Company: \$171.38</p> </td> <td> <p>Total Owed By Employee: \$0.00</p> </td> </tr> </table> <hr/> <div style="text-align: right;"> Cancel Submit Report </div> </div>	<p>Company Pays</p> <p>\$156.38</p> <p>Employee</p>	<p>\$15.00</p> <p>Card (Ag - Paid by County)</p>	<p>Employee Pays</p> <p>\$0.00</p> <p>Company</p>	<p>Amount Total: \$171.38</p>	<p>Due Employee: \$156.38</p> <p>Amount Due (Ag - Paid by County): \$15.00</p>	<p>Owed Company: \$0.00</p>	<p>Requested Amount: \$171.38</p>	<p>Total Paid By Company: \$171.38</p>	<p>Total Owed By Employee: \$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 1480 1485 1827"> <p>Report Status x</p> <hr/> <div style="text-align: center;"> ✔ Report Submitted </div> <p style="text-align: center;">Aug 2020 Mthly Mileage \$171.38</p> <hr/> <div style="text-align: right; margin-top: 20px;"> Close </div> </div>									

Create and Submit a State Fair State Funded (SF) 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.



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

