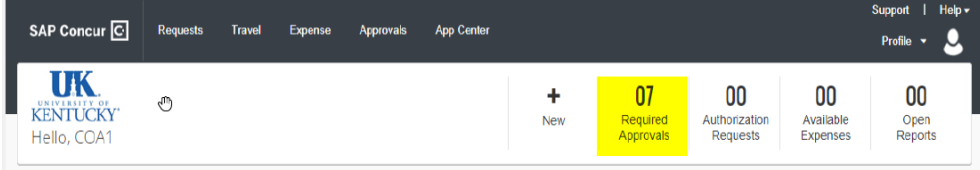
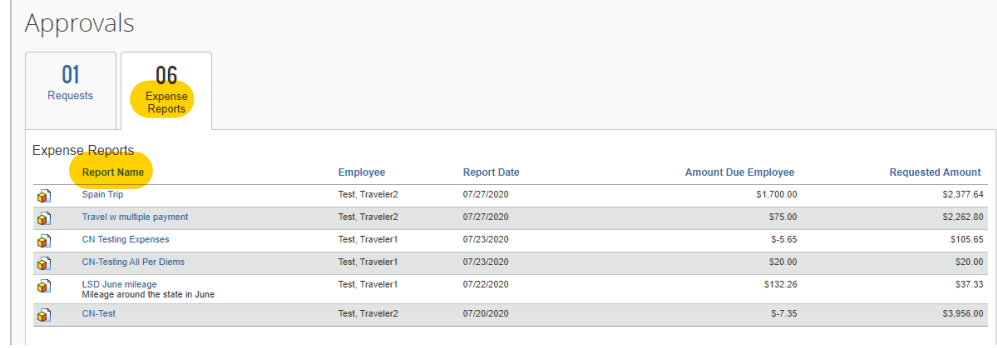


Supervisor Approval Process

Approval of Concur documents will be handled through the approval queue in Concur. <https://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/approval.pdf>

Procedures																																				
<p>Concur documents awaiting approval can be reviewed and approved in the Concur approval queue.</p> <p>Once you have logged on to Concur, click on the Required Approvals tab.</p>	 <p>The screenshot shows the SAP Concur dashboard. At the top, there are navigation tabs: Requests, Travel, Expense, Approvals, and App Center. The 'Approvals' tab is selected. Below the navigation, there is a 'Hello, COA1' greeting and a '+ New' button. To the right, there are four summary cards: '07 Required Approvals' (highlighted in yellow), '00 Authorization Requests', '00 Available Expenses', and '00 Open Reports'.</p>																																			
<p>In the approval queue, there will be tabs for Requests and Expense Reports.</p> <p>Concur will default to the Expense Reports tab. Click in the correct tab to review the desired report.</p> <p>Click on the Report Name to open the report for review and approval.</p>	 <p>The screenshot shows the 'Approvals' section of the SAP Concur interface. At the top, there are two tabs: '01 Requests' and '06 Expense Reports' (highlighted in yellow). Below the tabs, there is a table titled 'Expense Reports' with the following columns: Report Name, Employee, Report Date, Amount Due Employee, and Requested Amount. The table contains six rows of data.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="background-color: #f2f2f2;">Report Name</th> <th style="background-color: #f2f2f2;">Employee</th> <th style="background-color: #f2f2f2;">Report Date</th> <th style="background-color: #f2f2f2;">Amount Due Employee</th> <th style="background-color: #f2f2f2;">Requested Amount</th> </tr> </thead> <tbody> <tr> <td>Spain Trip</td> <td>Test, Traveler2</td> <td>07/27/2020</td> <td>\$1,700.00</td> <td>\$2,377.64</td> </tr> <tr> <td>Travel w multiple payment</td> <td>Test, Traveler2</td> <td>07/27/2020</td> <td>\$75.00</td> <td>\$2,262.80</td> </tr> <tr> <td>CN Testing Expenses</td> <td>Test, Traveler1</td> <td>07/23/2020</td> <td>\$-5.65</td> <td>\$105.65</td> </tr> <tr> <td>CN-Testing All Per Diems</td> <td>Test, Traveler1</td> <td>07/23/2020</td> <td>\$20.00</td> <td>\$20.00</td> </tr> <tr> <td>LSD June mileage Mileage around the state in June</td> <td>Test, Traveler1</td> <td>07/22/2020</td> <td>\$132.26</td> <td>\$37.33</td> </tr> <tr> <td>CN-Test</td> <td>Test, Traveler2</td> <td>07/20/2020</td> <td>\$-7.35</td> <td>\$3,956.00</td> </tr> </tbody> </table> <p style="margin-top: 10px;">Requests - a request to travel in the future. Not required for county extension employees.</p>	Report Name	Employee	Report Date	Amount Due Employee	Requested Amount	Spain Trip	Test, Traveler2	07/27/2020	\$1,700.00	\$2,377.64	Travel w multiple payment	Test, Traveler2	07/27/2020	\$75.00	\$2,262.80	CN Testing Expenses	Test, Traveler1	07/23/2020	\$-5.65	\$105.65	CN-Testing All Per Diems	Test, Traveler1	07/23/2020	\$20.00	\$20.00	LSD June mileage Mileage around the state in June	Test, Traveler1	07/22/2020	\$132.26	\$37.33	CN-Test	Test, Traveler2	07/20/2020	\$-7.35	\$3,956.00
Report Name	Employee	Report Date	Amount Due Employee	Requested Amount																																
Spain Trip	Test, Traveler2	07/27/2020	\$1,700.00	\$2,377.64																																
Travel w multiple payment	Test, Traveler2	07/27/2020	\$75.00	\$2,262.80																																
CN Testing Expenses	Test, Traveler1	07/23/2020	\$-5.65	\$105.65																																
CN-Testing All Per Diems	Test, Traveler1	07/23/2020	\$20.00	\$20.00																																
LSD June mileage Mileage around the state in June	Test, Traveler1	07/22/2020	\$132.26	\$37.33																																
CN-Test	Test, Traveler2	07/20/2020	\$-7.35	\$3,956.00																																

Quick Reference Card CES Concur – Approval

The report will open to the report Summary screen.

To review the Report Header, click on Details and then click on Report Header.

CES Concur – Approval

Review the data entered on the report header for completeness and accuracy.

Click Save if you made any changes or Cancel to return to the report Summary screen.

NOTE: Although an approver can adjust the Cost Object Type and Cost Object ID at the header level, it is not recommended. Changes at the header level will affect all expenses on the report and the expense may already contain allocations.

Open the UK-Detailed Report to review all header and expense allocation information on the same form.

Report header for: Spain Trip

093020 MM TMW

Policy: *UK-TEST USERS-General Tra

Trip Name: Spain111 Trip Start Date: 06/01/2020 Trip End Date: 06/05/2020 Business Destination: Madrid, Spain

Trip Purpose: 05- Conference/Workshop - F Trip Type: Domestic Traveler Type: 01. Employee Related Request/Expense Report:

Does this trip include personal travel? No Personal Dates of Travel:

Additional Information: Comments To/From Approver/Processor: **Read comments or information**

Logical System: (HEQAS300) Logical System Company Code: (UK00) Company Code Cost Object Type: (CC) Cost Center Cost Object ID: (1013195050) CLN - DEPT

Fund: Statistical Order:

Report Id: 4512125886584A6DA628	Report Key: 1123	User Name: Test, Traveler2	*Dept Number: 7H500
Report Currency: US, Dollar	Receipts Received: Yes	Submit Date: 07/27/2020	Approval Status: Pending Cost Object Approval
Payment Status: Not Paid	Report Total: 2,377.64	Personal Expenses: 0.00	Amount Not Approved: 0.00
Amount Approved: 2,377.64	Amount University Paid: 0.00	Amount Due University: 0.00	Amount Due User: 1,700.00
Amount Due University Card: 677.64	Total Amount Claimed: 2,377.64		

Save Cancel

Supervisor:

- Trip Purpose (10- county travel budget or 11- Prof Improv Budget)
- Cost Object ID should have county name (101325XXXX)
- Review other information as needed.

Spain Trip [Test, Traveler2]

Summary Details Receipts Print / Email

***UK-Detailed Report**

**Report - Detailed Report with Summary Data

Expense Type	Date	Amount
--------------	------	--------

CES Concur – Approval

Here is an example of a UK-Detailed Report.

Employee details, report header information, expenses including GLs and cost objects, and report summaries should be reviewed carefully.

Report Name : Spain Trip
 Authorization Request
 Request/Trip Name : Spain Trip
 Request ID : 333X

User Name : Test, Traveler2
 User ID : 3903310
 Email Address : concurexpense@july.edu
 Default Approver : Test, Default Approver

Report Header
 Policy : *UC-TEST USERS-General Travel Policy
 Report ID : 412125885544GAG28
 Report No : 1128
 Report Start Date : 06/01/2020
 Report End Date : 06/05/2020

*Does this trip include personal travel? : No
 *Logical System : Logical System (HEGAS300)
 *Company Code : Company Code (0499)
 *Cost Object Type : Cost Center (CC)
 *Cost Object ID : CLN - DEPT (1013195050)

Transaction Date	Expense Type	Account Code	Report/Trip Purpose	Hotel/Travel Business Purpose	Vendor	*Transaction ID	City of Purchase	Payment Type	Amount	Related Request/Expense Report	Additional Information
06/01/2020	Airfare	53019	03 Conference/Workshop - Participant	03	TACA INTERNATIONAL	Tk056a	Madrid	TEST-University Proceed	\$59.47		
Allocations : 100.00% (\$59.47) HEGAS300-LK00-CC-1013195050											
06/05/2020	Hotel	53019	03 Conference/Workshop - Participant	03	Allegro Resorts		Madrid	Paid by Employee	\$1,200.00		
06/04/2020	Hotel	53019	03 Conference/Workshop - Participant	03	Allegro Resorts		Madrid	Paid by Employee	\$300.00		
Allocations : 100.00% (\$300.00) HEGAS300-LK00-CC-1013195050											
06/03/2020	Hotel	53019	03 Conference/Workshop - Participant	03	Allegro Resorts		Madrid	Paid by Employee	\$300.00		
Allocations : 100.00% (\$300.00) HEGAS300-LK00-CC-1013195050											
06/02/2020	Hotel	53019	03 Conference/Workshop - Participant	03	Allegro Resorts		Madrid	Paid by Employee	\$300.00		
Allocations : 100.00% (\$300.00) HEGAS300-LK00-CC-1013195050											
06/01/2020	Hotel	53019	03 Conference/Workshop - Participant	03	Allegro Resorts		Madrid	Paid by Employee	\$300.00		
Allocations : 100.00% (\$300.00) HEGAS300-LK00-CC-1013195050											
06/03/2020	Parking	53019	03 Conference/Workshop - Participant	03	Local/Suburban Commuter Passage	T36786326		TEST-University Proceed	\$78.17		
Allocations : 100.00% (\$78.17) HEGAS300-LK00-CC-1013195050											
06/01/2020	Travel Registration Fees	53019	03 Conference/Workshop - Participant	03				Paid by Employee	\$500.00		
Allocations : 100.00% (\$500.00) HEGAS300-LK00-CC-1013195050											

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

Expense Type Summary		
Expense Type	Account Code	Amount
Airfare	53019	\$59.47
Hotel	53019	\$1,200.00
Parking	53019	\$78.17
Travel Registration Fees	53019	\$500.00

Allocation Summary			
*Cost Object Type	*Cost Object ID	*Fund	*Statistical Order
Cost Center	CLN - DEPT (1013195050)		\$2,377.64

Payment Type	
Payment Type	Amount
Paid by Employee	\$1,700.00
TEST-University Proceed	\$677.64

CES Concur – Approval

Additional sections of the UK-Detailed Report that may assist an approver are the Approval Flow and Audit Trail.

Report Totals	
Report Total:	\$2,377.64
Personal Expenses:	\$0.00
Total Amount Claimed:	\$2,377.64
Amount Approved:	\$2,377.64
Amount Due User:	\$1,700.00
Amount Due University Card:	\$677.64
Total Paid By University:	\$2,377.64
Amount Due University:	\$0.00
Amount Due University Card From User:	\$0.00
Total Paid By User:	\$0.00

Approval Flow	
Action	Approver
1 Supervisor Approval	Test, Default Approver
2 Business Officer Approval	
3 Healthcare Approval <i>(This step may be skipped)</i>	
4 Accounts Payable Approval	

Audit Trail			
Date/Time	Updated By	Action	Description
07/27/2020 11:29 AM	Test, Traveler2	Approval Status Change	Status changed from Not Submitted to Submitted Comment:
07/27/2020 11:29 AM	Test, Traveler2	Approval Status Change	Status changed from Submitted to Submitted & Pending Supervisor Approval Comment:
07/27/2020 11:51 AM	Test, Default Approver	Approval Status Change	Status changed from Submitted & Pending Supervisor Approval to Approved Comment:

Review each individual expense on the report by clicking on the Expense Type

Transaction D.	Expense Type	Enter Vendor ...	Additional Info...	City of Purchase	Payment Type	Amount	Adjusted Clai...
06/05/2020	Hotel	Allegro Resorts		Madrid, SPAIN	Paid by Employee	\$1,200.00	
06/03/2020	Parking	Local/Suburban ...			TEST-University ...	\$78.17	\$78.17
06/01/2020	Airfare	TACA INTERNAT...		Madrid, SPAIN	TEST-University ...	\$599.47	\$599.47
06/01/2020	Travel Registration Fees				Paid by Employee	\$500.00	\$500.00

The Expense tab will show on the right with details specific to the expense.

Spain Trip (next, Traveler2)

Summary Details Receipts Print Email

Hide Exceptions

Expense Type	Date	Amount	Exception
Travel Registra...	06/01/2020	\$500.00	This expense entry may be a duplicate of the following expense. Start: Travel in mobile payment. Expense: 06/01/2020: Travel Registration Fees, \$500.00
Hotel	06/05/2020	\$1,200.00	This itemized entry has sub-entries with one or more exceptions.

Expenses

Transaction D.	Expense Type	Enter Vendor ...	Additional Info...	City of Purchase	Payment Type	Amount	Adjusted Clai...
06/05/2020	Hotel	Allegro Resorts		Madrid, SPAIN	Paid by Employee	\$1,200.00	
06/03/2020	Parking	Local/Suburban ...			TEST-University ...	\$78.17	\$78.17
06/01/2020	Airfare	TACA INTERNAT...		Madrid, SPAIN	TEST-University ...	\$599.47	\$599.47
06/01/2020	Travel Registration Fees				Paid by Employee	\$500.00	\$500.00

Expense Receipts Summary

Expense Type: Airfare
Transaction Date: 06/01/2020

Trip Type: Domestic
Trip Purpose: (0) Conference/Workshop - Partner

Vendor: TACA INTERNATIONAL
Destination City: Madrid, SPAIN

Payment Type: TEST-University, Proceed
Amount: \$99.47 USD
Adjusted Amount: \$99.47

Transaction ID: TAC056a
Requested Date: 06/01/2020, \$1,500.00 - Spain
2020-06-01

COST OBJECT APPROVED AMOUNT: \$2,377.64

Buttons: Save, Allocate, Attach Receipt

CES Concur – Approval

Review the details and modify the information if necessary.

NOTE: For Paid by Employee Expenses, the approver will be able to adjust down the reimbursable amount by changing the Approved Amount field.

Click Save if any changes are made.

The approver can review, add or change the allocation by clicking the Allocate button.

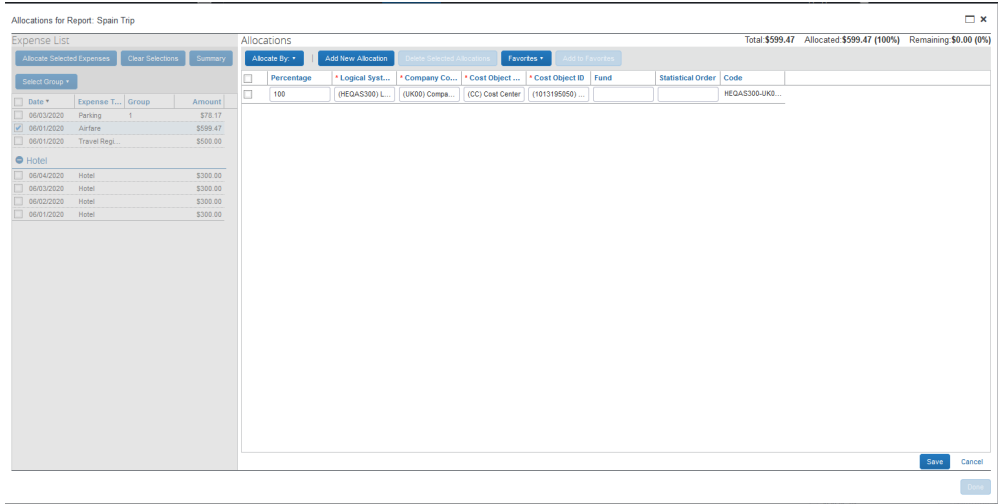
The screenshot shows the 'Expense Summary' tab of a Concur expense form. The form is organized into two columns of fields. At the top, there are three tabs: 'Expense', 'Receipt Image', and 'Summary', with 'Summary' being the active tab. The fields are as follows:

Expense Type: Airfare	Transaction Date: 06/01/2020
Trip Type: Domestic	Trip Purpose: 03. Conference/Workshop - Participate
Traveler Type: 01. Employee	Additional Information: (empty)
Vendor: (dropdown arrow)	Ticket Number: (empty)
Vendor Name: TACA INTERNATIONAL	Destination City: Madrid, SPAIN
Payment Type: TEST-University Procard (dropdown arrow)	Amount: 599.47 USD (dropdown arrow)
Approved Amount: 599.47	Comment: (text area)
Transaction ID: T8c05eba	Related Request/Expense Report: (empty)
*Posted Date: 2020-06-01	Request: 06/01/2020, \$1,500.00 - Spain (dropdown arrow)

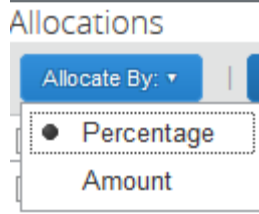
At the bottom right of the form, there are three buttons: 'Save' (highlighted in blue), 'Allocate', and 'Attach Receipt'.

CES Concur – Approval

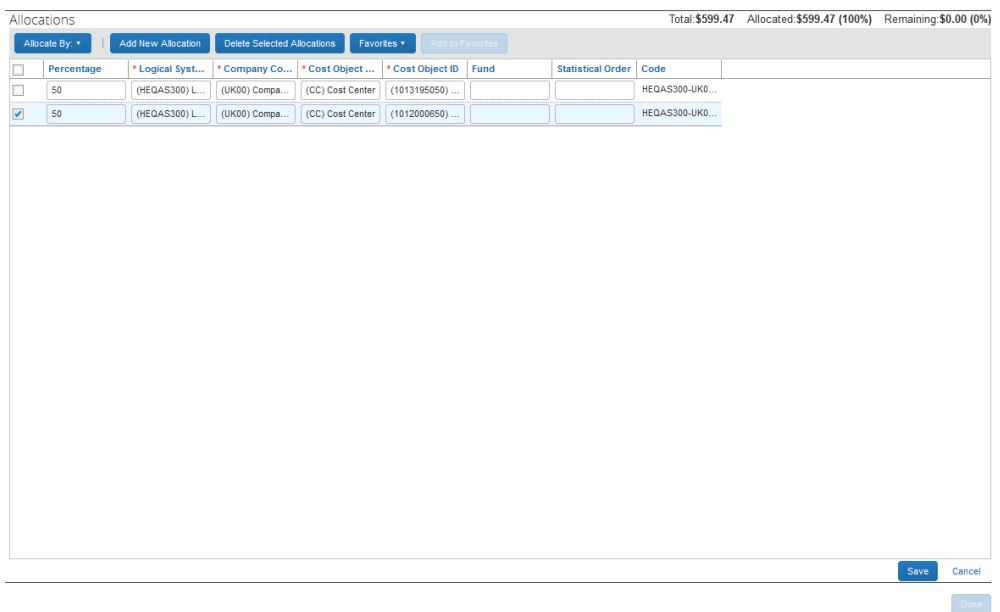
The Allocations for Report screen will open with the specific expense checked. The screen will only show the allocation specific to the checked expense.



The expense can be allocated by Percentage or Amount. If a change in the allocation is necessary, choose the correct allocation method for this expense and click on Add New Allocation.



The second allocation row will be added. Complete the Percentage or Amount, Cost Object Type, and Cost Object ID for the allocation. Be sure to add any statistical orders if needed.



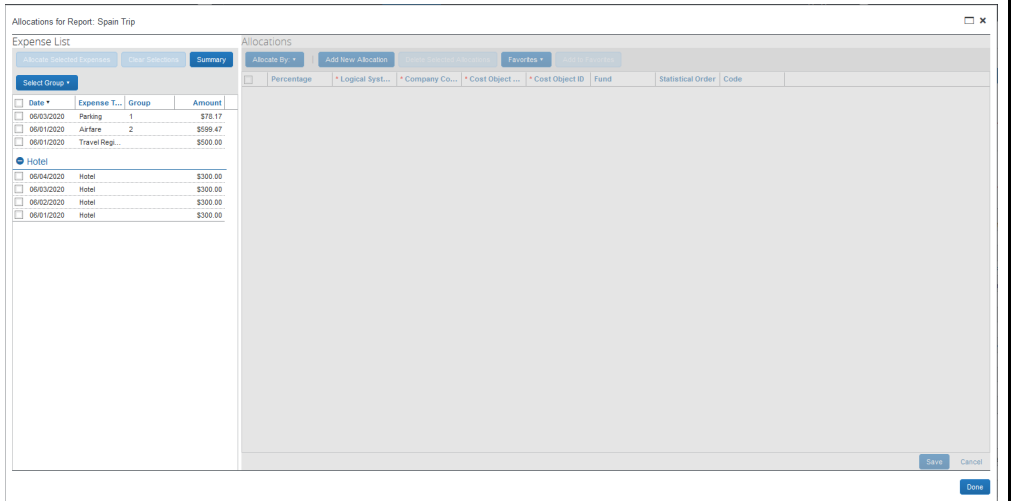
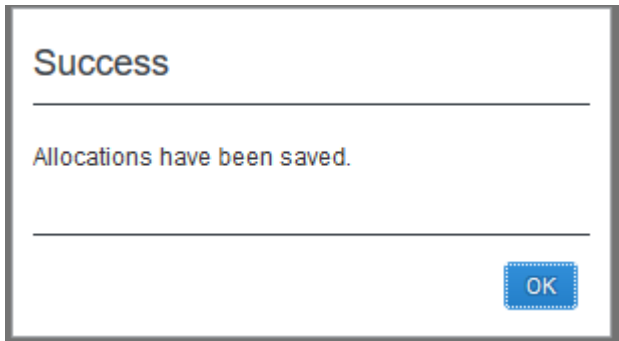
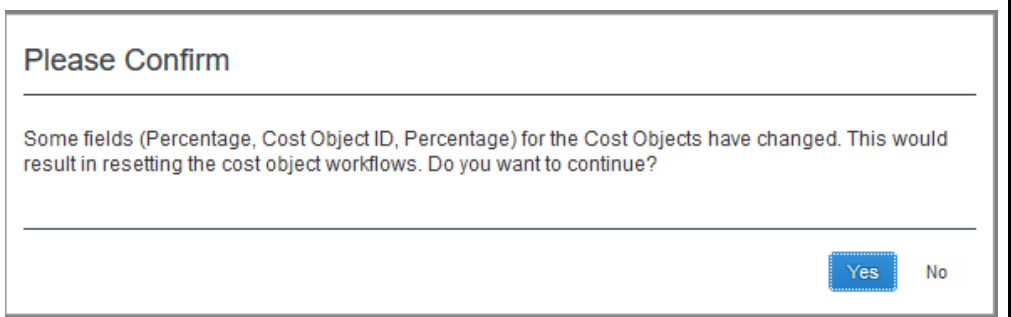
Click Save.

CES Concur – Approval

A confirmation message will appear reminding the approver that a change in the allocation can affect the report's workflow. Click Yes to continue.

A Success confirmation will appear when the allocation is saved. Click OK.

You will be returned to the Allocation for Report screen. Click Done.



CES Concur – Approval

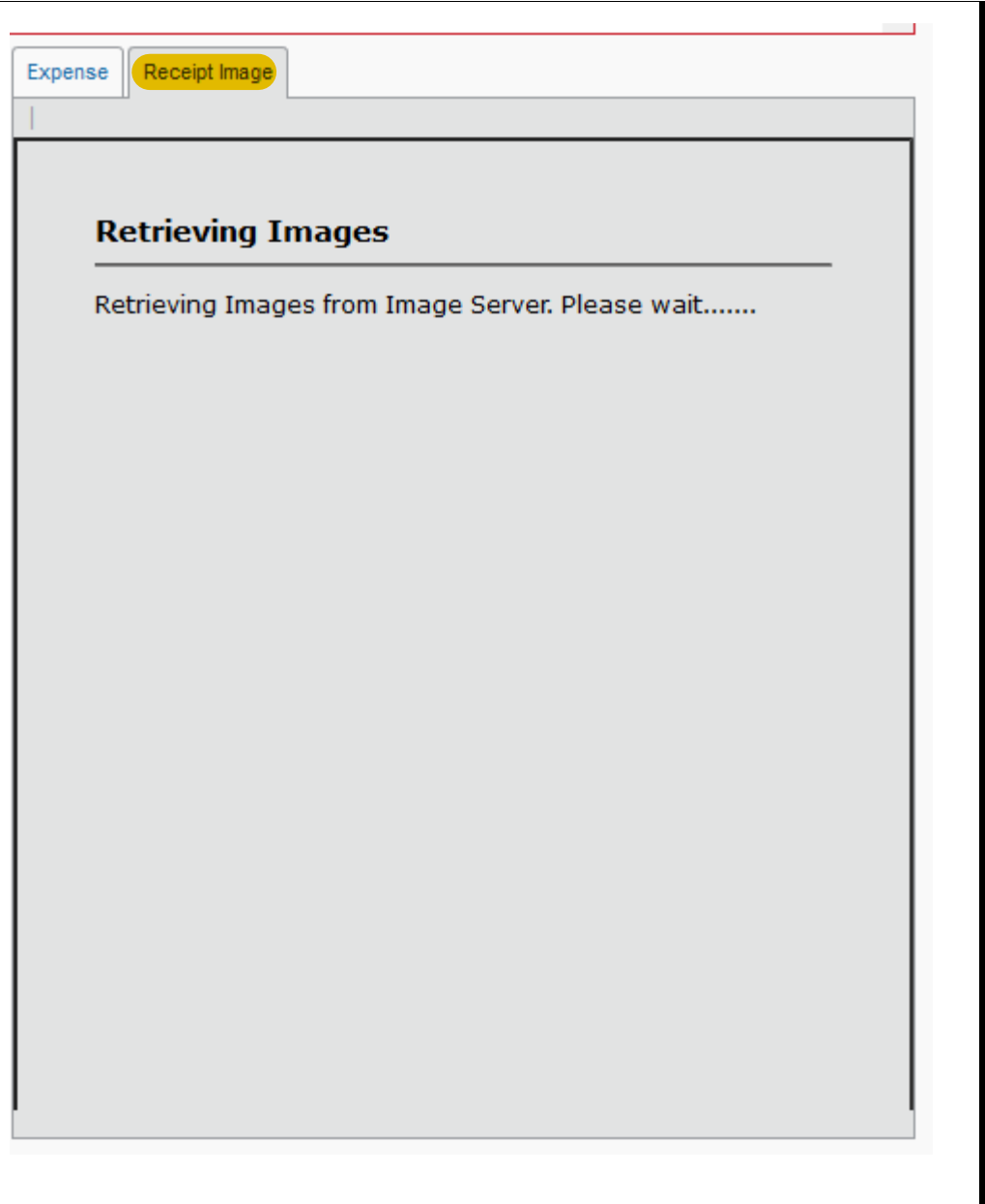
Review the attached documentation for the expense by clicking on the **Receipt Image** tab.

The tab will show the Retrieving Images message, but the actual attachments will open in a new window.

NOTE: Be certain your internet browser is not blocking pop-up messages or boxes.

Review the attachments for correct and complete supporting documentation.

Close the attachment and continue reviewing all other expenses on the report.



CES Concur – Approval

Once the entire report has been reviewed, the approver can Approve or Send Back to User.

To **approve** the report, click Approve.

Since an allocation on the report was changed, the approver will need to add a comment and click OK.

Comments can be made as needed even if changes aren't made.

The screenshot shows the CES Concur interface for a report titled "Spain Trip". The top navigation bar includes "Summary", "Details", "Receipts", and "Print/Email". A "Send Back to User" button is visible in the top right corner.

The main content area displays a "Reset Cost Object Workflow" dialog box. The dialog has a title bar with a close button (X) and a "Comment History" section. The comment history is presented as a table with the following structure:

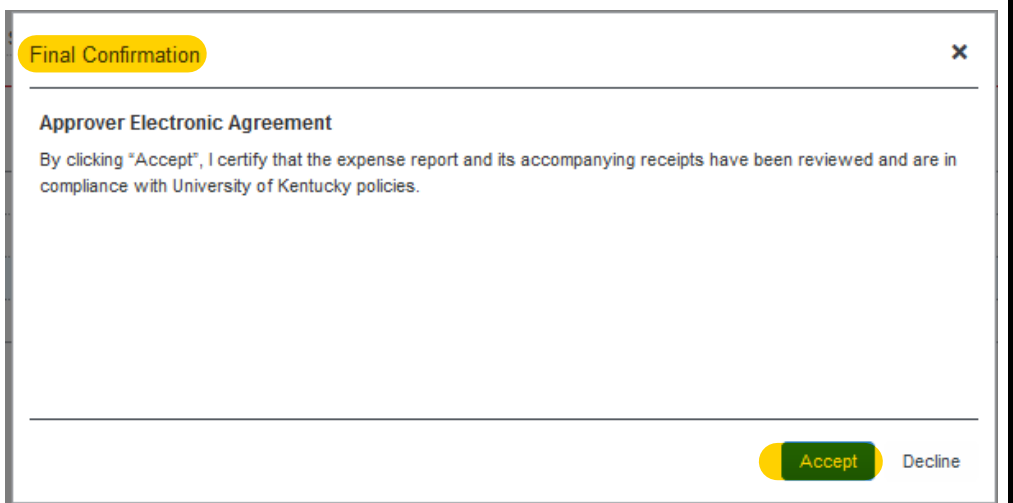
Date ▼	Entered By	Comment Text

Below the table, there is a text input field for adding a comment. The text "Allocation was left off the airfare." is entered into the field. Below the input field, there are "OK" and "Cancel" buttons.

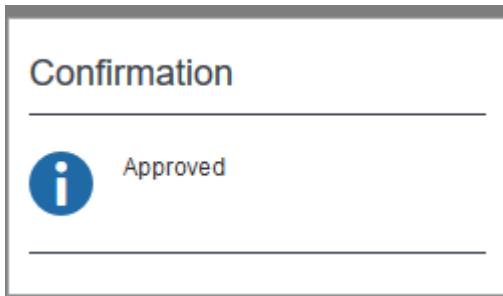
CES Concur – Approval

The Final Confirmation box will appear and ask the approver to review the Approver Electronic Agreement and click Accept.

An Approved Confirmation will then appear.



The screenshot shows a dialog box titled "Final Confirmation" with a close button (X) in the top right corner. Below the title is a section titled "Approver Electronic Agreement" containing the text: "By clicking 'Accept', I certify that the expense report and its accompanying receipts have been reviewed and are in compliance with University of Kentucky policies." At the bottom right of the dialog box, there are two buttons: a green "Accept" button and a grey "Decline" button.

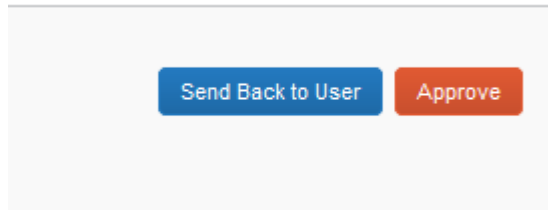


The screenshot shows a dialog box titled "Confirmation" with a horizontal line below the title. Below the line is a blue circular icon with a white lowercase letter 'i' inside, followed by the text "Approved". Another horizontal line is located below the "Approved" text.

CES Concur – Approval

If the report needs to be returned for any reason, click Send Back to User.

Clearly describe to the user in the Comment box why the report is being returned and Click OK.



Send Back Report ✕

Comment History

Date ▾	Entered By	Comment Text
--------	------------	--------------

Add a comment to explain why you are returning the report. Then click OK to return the report to the employee.

Comment

OK Cancel

The Sent Back to User confirmation box will appear.

Confirmation



Sent Back to User

CES Concur – Approval

You will then be back at the Reports Pending your Approval screen.

Continue reviewing and approving reports if more are pending your approval.

Expense Report List
Reports Pending your Approval(0)

View +

Report Name Begin With

Employee Name	Report Name	Comments	Report Date	Date Submitted	Total	Amount Due Employee	Requested Amount
No Expense Reports Found							

Supervisor Approval Checklist

Supervisor is responsible for the timely review and processing of all travel documents and to ensure compliance with University policies and procedures.

Supervisor should review the following:

General Travel Report Review:

1. Ensure employee traveling is your direct report.
2. Ensure dates, location and purpose of travel is pertinent to nature of the employee's work.
3. All expenses related to the travel report are included and are accurate.
4. All expenses were incurred in the performance of the traveler's official duties and support the mission of the department.
5. All expenses are in compliance with the University's policy on travel expenses, [BPM E-5-1](#).
6. None of the expenses are personal or unallowable.
7. No expenses are claimed that have been or will be reimbursed from another source, were provided free of charge or were covered by conference registration fees.
8. Ensure comments explain any unusual circumstances or any missing documentation (i.e. carpooling, missing receipt, or other additional information).
9. Ensure documentation supports the Trip Purpose (i.e. county travel vs professional improvement).
10. Ensure documentation is clearly labeled as "Paid by Employee" or "Paid by County" along with initials and date
11. Ensure required receipts are listed in Concur as well as attached.
12. Verify correct fund source is used
 - a. County Funds (101325XXXX)
 - b. State Funds (10125XXXX)
 - c. Other - use comments to describe other fund sources
13. Verify travel report is submitted within 30 days of travel. If not, ensure traveler uses the comments to explain.
14. If report is submitted 60 days or later last date of travel, ensure 60-day tax form is submitted and attached.

Monthly Travel Report Review:

1. Verify KERS monthly mileage log is attached and contains required signatures.
2. Ensure appropriate trip purpose is selected in Concur as per KERS mileage log.
3. Make sure the trip has been submitted the day after the last date of travel.
4. Ensure required receipts are included for all non-personal mileage expenses.
5. Ensure appropriate payment type is selected for each expense.
6. Ensure any local travel per diem allowances included are documented with comments on the expense details screen (starting location, ending location and distance).
7. Verify comments explain any unusual circumstances for the month.

Overnight Travel Report Review:

1. Ensure detailed locations are listed for personal mileage reimbursements.
2. Verify daily per diem allowances are appropriate for the dates of travel and according to documentation (i.e. included meals are checked).
3. Make sure the trip has been submitted the day after the last date of travel.
4. Ensure single room rate is listed for hotel expenses.
5. Ensure required receipts are included for all non-personal mileage expenses.
6. Ensure hotel receipt is an itemized, zero-balance receipt with appropriate business travel dates.
7. Ensure employee traveled 50 miles or more for allowable hotel expenses.
8. Ensure cost comparisons are included as documentation for airfare expenses as required.
9. Ensure appropriate payment type is selected for each expense.
10. Verify comments explain any unusual circumstances for the month (i.e. carpool, shared hotel room, etc).