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	
Concur documents awaiting approval can be reviewed and approved in the Concur approval queue. Once you have logged on to Concur, click on the Required Approvals tab.	
In the approval queue, there will be tabs for Requests and Expense Reports. Concur will default to the Expense Reports tab. Click in the correct tab to review the desired report. Click on the Report Name to open the report for review and approval.	

The report will open to the report Summary screen.

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

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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.	Report header for: Spain Trip ☐ ✕ 093020 MM TMW Policy: *UK-TEST USERS-General Tra ▾ **Trip Name**: Spain Trip **Trip Start Date**: 06/01/2020 **Trip End Date**: 06/05/2020 Business Destination: Madrid, Spain **Trip Purpose**: 03. 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 infomation 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.
Open the UK-Detailed Report to review all header and expense allocation information on the same form.	Spain Trip [Test, Traveler2] Summary Details ▾ Receipts ▾ Print / Email ▾ Exceptions Expense Type Date Amount *UK-Detailed Report **Report - Detailed Report with Summary Data

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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.

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Additional sections of the UK-Detailed Report that may assist an approver are the Approval Flow and Audit Trail.	
Review each individual expense on the report by clicking on the Expense Type	
The Expense tab will show on the right with details specific to the expense.	

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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.	

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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.	
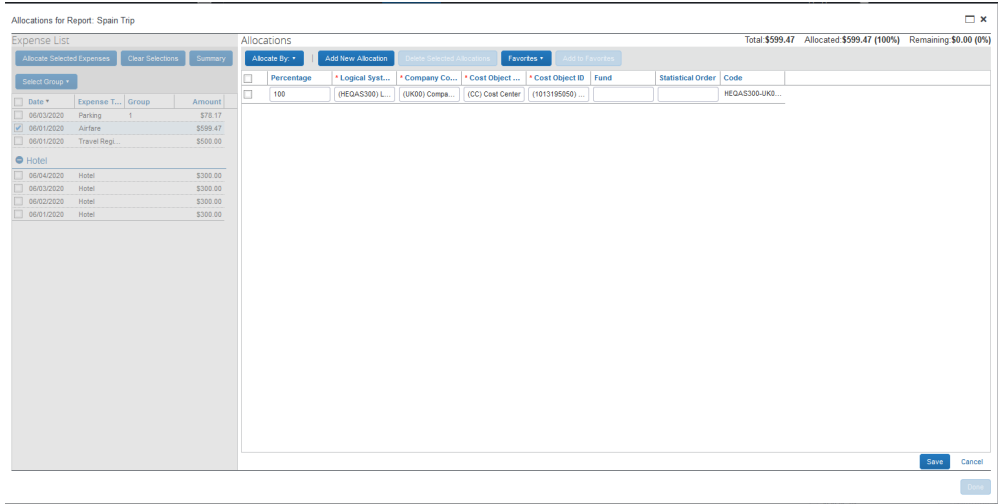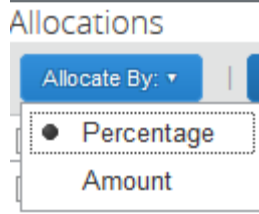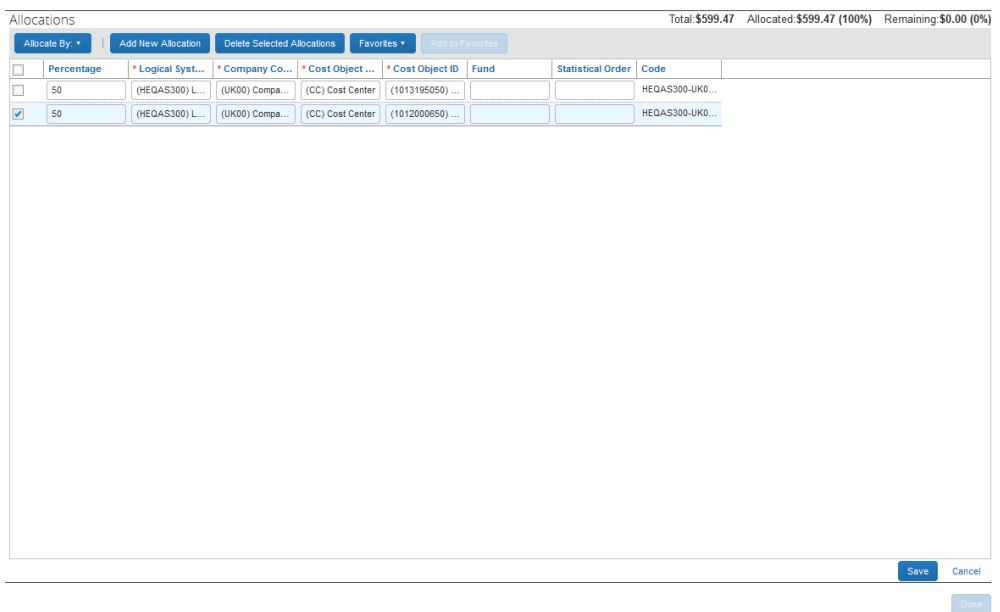
A confirmation message will appear reminding the approver that a change in the allocation can affect the report's workflow. Click Yes to continue.	**Please Confirm** Some fields (Percentage, Cost Object ID, Percentage) for the Cost Objects have changed. This would result in resetting the cost object workflows. Do you want to continue? Yes No
A Success confirmation will appear when the allocation is saved. Click OK.	**Success** Allocations have been saved. OK
You will be returned to the Allocation for Report screen. Click Done.	
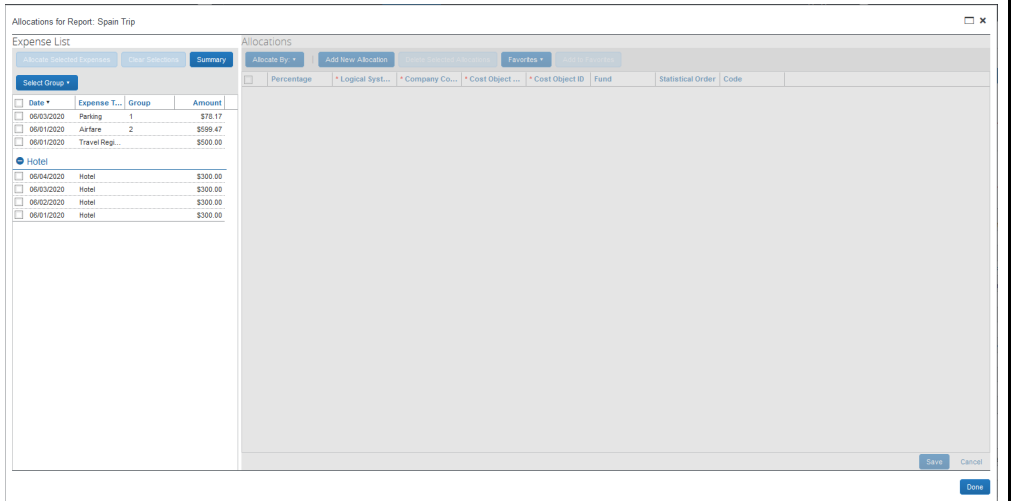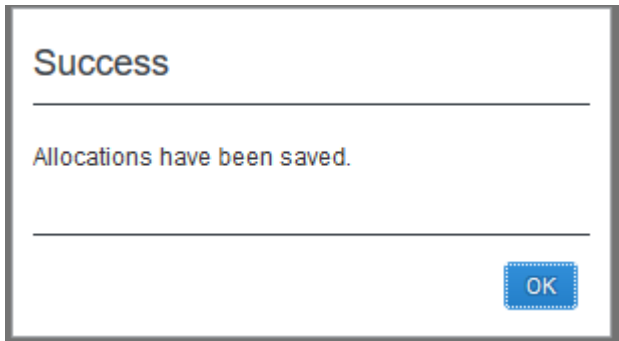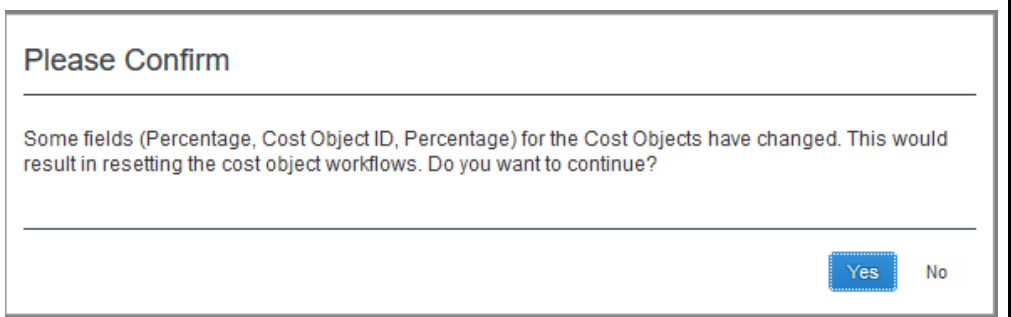
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Review the attached documentation for the expense by clicking on the Receipt Image tab.

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.

| Expense | Receipt Image |

Retrieving Images

Retrieving Images from Image Server. Please wait.......
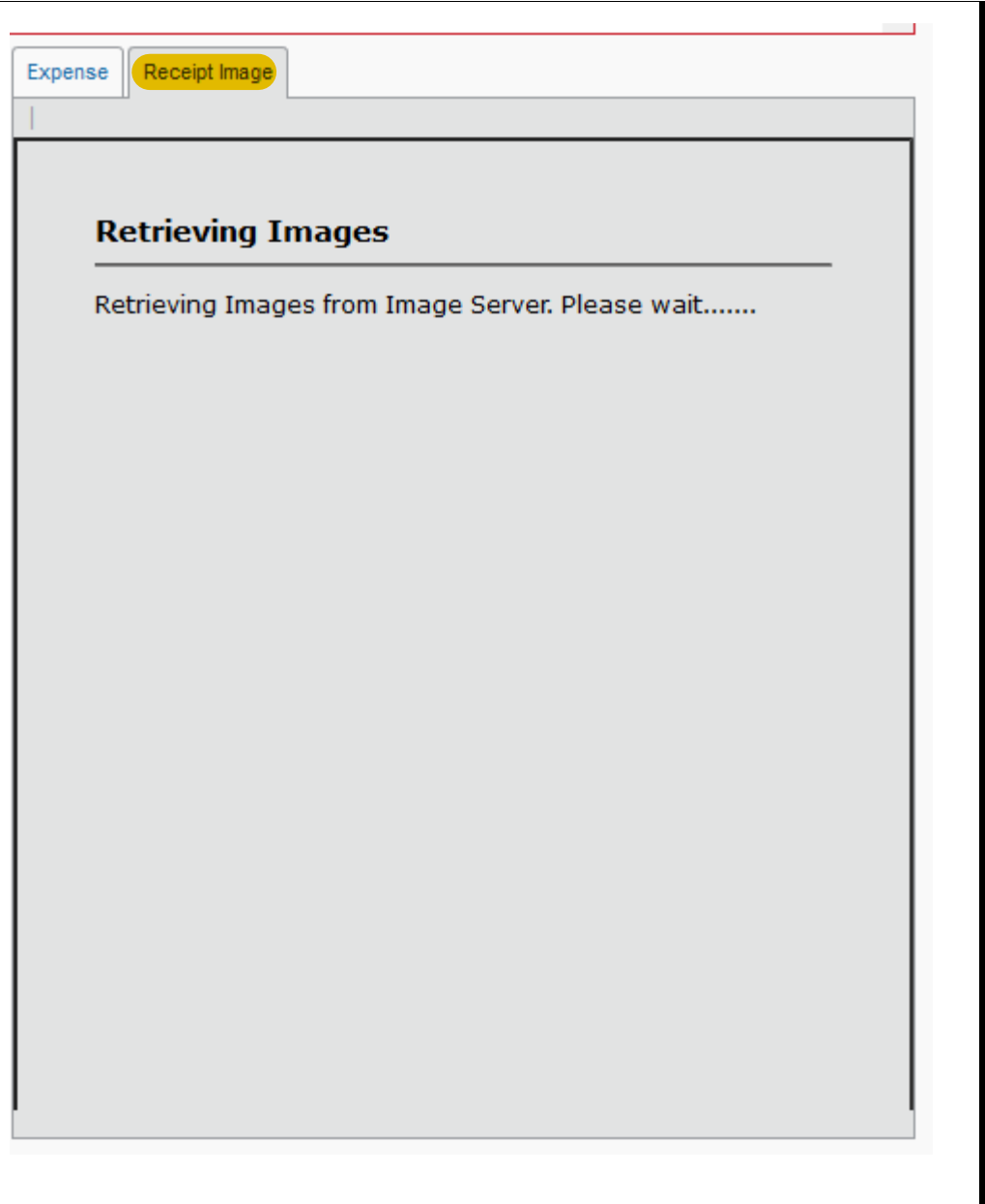
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Once the <u>entire</u> report has been reviewed, the approver can <u>Approve</u> or <u>Send Back to User</u>.

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.

Spain Trip [Test, Traveler2]

Summary   Details ▾   Receipts ▾   Print / Email ▾   Hide Exceptions

Send Back to User   Approve

Reset Cost Object Workflow   ✕

Comment History

Date ▾	Entered By	Comment Text	

Add a comment to explain why you are modifying the cost objects. Then click OK to reset the Cost Object Approval workflow.

Comment

Allocation was left off the airfare.

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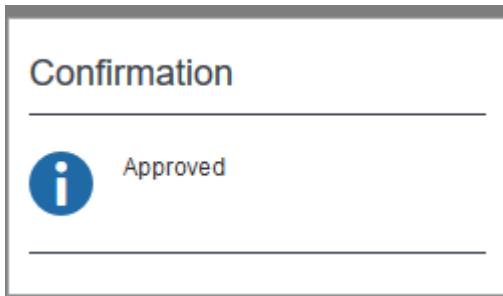
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The Final Confirmation box will appear and ask the approver to review the Approver Electronic Agreement and click Accept.

Final Confirmation   ✕

Approver Electronic Agreement

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.

Accept   Decline

An Approved Conformation will then appear.

Confirmation

ⓘ   Approved

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If the report needs to be returned for any reason, click Send Back to User.	Send Back to User Approve
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
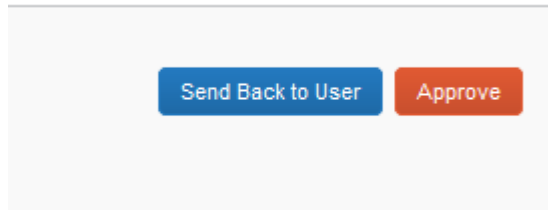
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You will then be back at the Reports Pending your Approval screen. Continue reviewing and approving reports if more are pending your approval.	Expense Report List Reports Pending your Approval(0) View ▾ Report Name ⌄ Begins With ⌄ [ ] Go ☐ Employee 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 (10125XXXXX)
    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).