

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

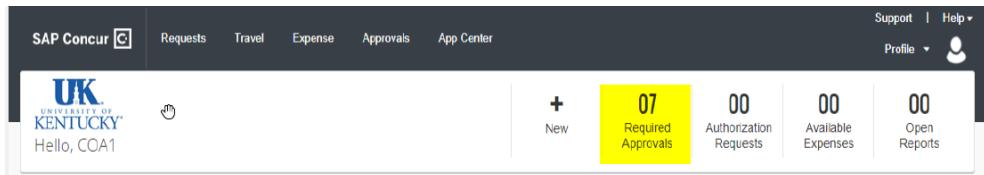
Concur documents awaiting approval can be reviewed and approved in the Concur approval queue.

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.



Approvals

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
CH 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

Requests - a request to travel in the future. Not required for county extension employees.

Quick Reference Card

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The report will open to the report Summary screen.

Expense Type	Date	Amount	Exception
Travel-Register...	06/01/2020	\$500.00	The expense entry may be a duplicate of the following expense Report: Travel w/ multiple payment, Expense 06/01/2020, Travel Registration Fees, \$500.00
Hotel	06/01/2020	\$1,200.00	This denied entry has sub-entries with one or more exceptions

Expenses

Expense Type	Date	Additional Info...	City of Purchase	Payment Type	Amount	Adjusted AM...
Allegro Resorts	06/01/2020	Madrid, SPAIN	Paid by Employee	\$1,200.00	\$76.17	\$76.17
Local/Outbound	06/01/2020	TEST University...	TEST University...	\$599.47	\$599.47	\$1,700.00
TACA INTERNAT...	06/01/2020	Madrid, SPAIN	TEST University...	\$500.00	\$500.00	\$0.00
Travel Registration Fees	06/01/2020					

Report Summary

Request Name	Request ID	Amount Approved...	Amount Remai...
Spain Trip	333X	\$1,200.00	\$901.53

COST OBJECT APPROVED AMOUNT
\$ 2,377.64

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

Spain Trip [Test, Traveler2]

Summary Details Receipts Print / Email

Exceptions

Expense Type

Report

Report Header

Total

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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 (highlighted)
Trip Start Date: 06/01/2020
Trip End Date: 06/05/2020
Business Destination: Madrid, Spain

Trip Purpose: 03 Conference/Workshop - F (highlighted)
Trip Type: Domestic
Traveler Type: 01 Employee

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

Additional Information: Comments To/From Approver/Processor:

Logical System: (HQQAS300) Logical System
Company Code: (UK00) Company Code
Cost Object Type: (CC) Cost Center
Cost Object ID: (1013195050) CLN - DEPT (highlighted)

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

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.

Save Cancel

Spain Trip [Test, Traveler2]

Summary Details ▾ Receipts ▾ Print / Email ▾

Exceptions

Expense Type	Date	Amount
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*UK-Detailed Report
**Report - Detailed Report with Summary Data

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

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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.

Report Name : Spain Trip

Authorization Request

RequestTrip Name : Spain Trip

Request ID : 333X

User Name : Test_Traveler2
User ID : 39003510
Email Address : concuruser2@ucla.edu
Default Approver : Test, Default Approver

Report Header
Policy : UKTEST USERS-General Travel Policy
Report ID : 4517258865440D428
Report Key : 1129
Report Start Date : 06/01/2020
Report End Date : 06/05/2020
*Does this trip include personal travel? : No
*Logical System : Logical System (HQGA300)
*Company Code : Company Code (HQGA300)
*Cost Object Type : Cost Center (C01)
*Cost Object ID : CLN + DEPT (1013195050)

Transaction Date	Expense Type	Account Code	Report/Trip Purpose	*NonTravel Business Purpose	Vendor	*Transaction ID	City of Purchase	Payment Type	Amount	Related Requests/Expense Report	Additional Information
06/01/2020	Airfare	530019	03 Conference/Workshop - Participant		TACA INTERNATIONAL	T195765306	Madrid	TEST-University Proc	\$599.47		
				Allocations :	100.00% (\$599.47) HQGA300-UK00-C0-1013195050						
06/05/2020	Total	530019	03 Conference/Workshop - Participant		Alegris Results		Madrid	Paid by Employee	\$1,200.00		
06/04/2020	Total	530019	03 Conference/Workshop - Participant		Alegris Results		Madrid	Paid by Employee	\$300.00		
06/03/2020	Total	530019	03 Conference/Workshop - Participant		Alegris Results		Madrid	Paid by Employee	\$300.00		
06/02/2020	Total	530019	03 Conference/Workshop - Participant		Alegris Results		Madrid	Paid by Employee	\$300.00		
06/01/2020	Total	530019	03 Conference/Workshop - Participant		Alegris Results		Madrid	Paid by Employee	\$300.00		
				Allocations :	100.00% (\$300.00) HQGA300-UK00-C0-1013195050						
06/03/2020	Parking	530019	03 Conference/Workshop - Participant		Local/Suburban Commuter Passage	T195765306		TEST-University Proc	\$78.17		
				Allocations :	100.00% (\$78.17) HQGA300-UK00-C0-1013195050						
06/01/2020	Travel Registration Fees	530019	03 Conference/Workshop - Participant					Paid by Employee	\$500.00		
				Allocations :	100.00% (\$500.00) HQGA300-UK00-C0-1013195050						

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	530019	\$599.47
Hotel	530019	\$1,200.00
Parking	530019	\$78.17
Travel Registration Fees	530019	\$500.00

Allocation Summary			
*Cost Object Type	*Cost Object ID	*Fund	*Statistical Order
Cost Center	CLN + DEPT (1013195050)		\$2,377.84

Payment Type	Amount
Paid by Employee	\$1,700.00
TEST-University Proc	\$677.84

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

Action	Approver
1 Supervisor Approval	Test, Default Approver
2 Business Officer Approval	Test, Default Approver
3 Healthcare Approval (this step may be skipped)	
4 Accounts Payable Approval	

Date/Time	Updated By	Action	Description
07/07/2020 11:29 AM	Test, Traveler2	Approval Status Change	Status changed from Not Submitted to Submitted Comment:
07/07/2020 11:29 AM	Test, Traveler2	Approval Status Change	Status changed from Submitted to Submitted & Pending Supervisor Approval Comment:
07/07/2020 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 C...
06/05/2020	Hotel	Allegro Resorts		Madrid, SPAN	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, SPAN	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.

Transaction D...	Expense Type	Enter Vendor ...	Additional Info...	City of Purchase	Payment Type	Amount	Adjusted C...
06/05/2020	Hotel	Allegro Resorts		Madrid, SPAN	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, SPAN	TEST-University ...	\$599.47	\$599.47
06/01/2020	Travel Registration Fees				Paid by Employee	\$500.00	\$500.00

Spain Trip (Test, Traveler2)

Summary Details + Receipts + Print/Email +

Exceptions

Expense Type	Date	Amount	Exception
Travel Register...	06/01/2020	\$500.00	⚠️ This expense entry has a sub-line item for the following expense: Travel in multiple payment, Expense: 06/01/2020, Travel Registration Fees, \$500.00
Hotel	06/05/2020	\$1,200.00	⚠️ This expense entry has sub-entries with one or more exceptions

View * Expense Receipt Image Summary

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

Expense Type: Trip Type: Trip Purpose: 03. Conference/Workshop - Partic...

Expense Type: Domestic

Expense Type: Traveler Type: 01. Employee

Vendor: TACA INTERNAT...

Ticket Number:

Vendor Name: TACA INTERNAT...

Destination City: Madrid, SPAN

Payment Type: TEST-University Proceed...

Approved Amount: \$599.47

Comment:

Transaction ID: Tbc0fa

Posted Date: 2020-06-01

Request: 06/01/2020, \$1,200.00 - Spain

COST OBJECT APPROVED AMOUNT: \$ 2,377.64

Save Attach Receipt

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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.

Expense	Receipt Image	Summary
Expense Type Airfare	Transaction Date 06/01/2020	
Trip Type Domestic	Trip Purpose 03. Conference/Workshop - Participa	
Traveler Type 01. Employee	Additional Information	
Vendor TACA INTERNATIONAL	Ticket Number	
Vendor Name TACA INTERNATIONAL	Destination City Madrid, SPAIN	
Payment Type TEST-University Procard	Amount 599.47 USD	
Approved Amount 599.47	Comment	
Transaction ID T8c05eba	Related Request/Expense Report ?	
*Posted Date 2020-06-01	Request 06/01/2020, \$1,500.00 - Spain	
Save Allocate Attach Receipt		

Quick Reference Card

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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.

Allocations for Report: Spain Trip

Expense List

Allocations

Total \$599.47 Allocated \$599.47 (100%) Remaining \$0.00 (0%)

Expense List

Allocations

Allocations By: Add New Allocation Favorites

Select Group:

<input type="checkbox"/>	Percentage	* Logical Syst...	* Company Co...	* Cost Object ...	* Cost Object ID	Fund	Statistical Order	Code
<input type="checkbox"/>	100	(HEQAS300) L...	(UK00) Comp...	(CC) Cost Center	(1013195050)...			HEQAS300-LK0...

Date * Expense Type Group Amount

<input type="checkbox"/>	06/03/2020	Parking	1	\$78.17
<input checked="" type="checkbox"/>	06/01/2020	Airfare		\$599.47
<input type="checkbox"/>	06/01/2020	Travel Regi...		\$500.00

Hotel

<input type="checkbox"/>	06/04/2020	Hotel		\$300.00
<input type="checkbox"/>	06/03/2020	Hotel		\$300.00
<input type="checkbox"/>	06/02/2020	Hotel		\$300.00
<input type="checkbox"/>	06/01/2020	Hotel		\$300.00

Save Cancel

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.

Allocations

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.

Allocations

Total: \$599.47 Allocated: \$599.47 (100%) Remaining: \$0.00 (0%)

Allocate By:

<input type="checkbox"/>	Percentage	* Logical Syst...	* Company Co...	* Cost Object ...	* Cost Object ID	Fund	Statistical Order	Code
<input type="checkbox"/>	50	(HEQAS300 L...	(UK00) Compa...	(CC) Cost Center	(1013195050) ...			HEQAS300-UK0...
<input checked="" type="checkbox"/>	50	(HEQAS300 L...	(UK00) Compa...	(CC) Cost Center	(1012000050) ...			HEQAS300-UK0...

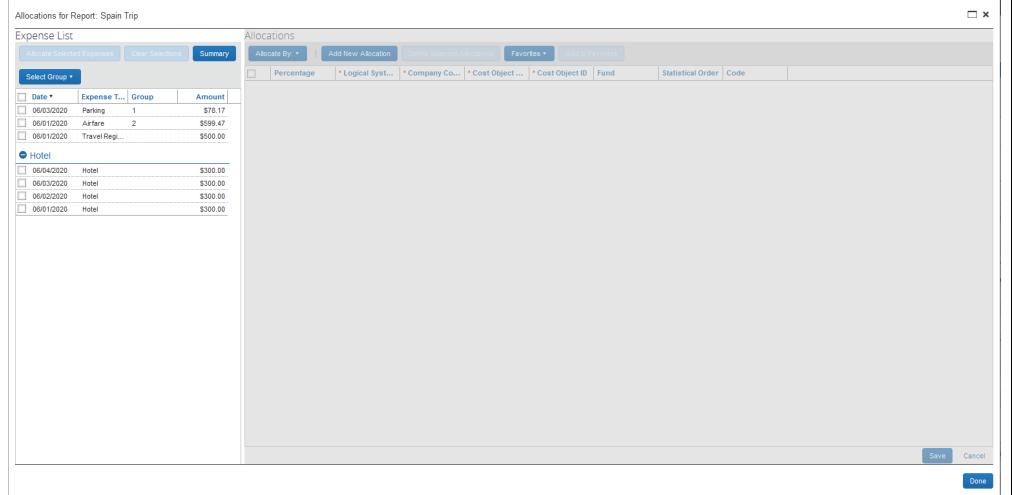
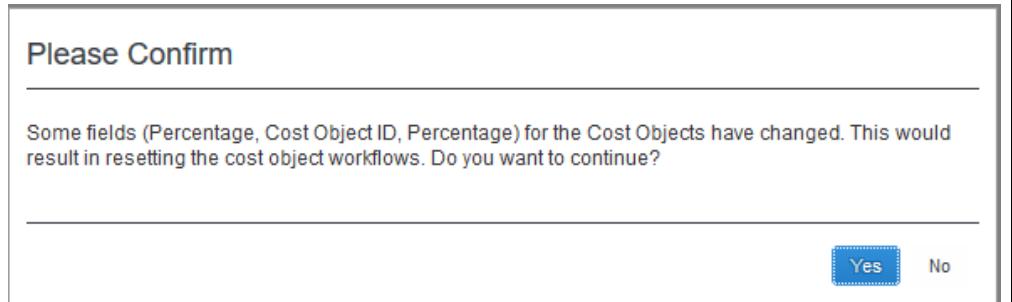
Quick Reference Card

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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.



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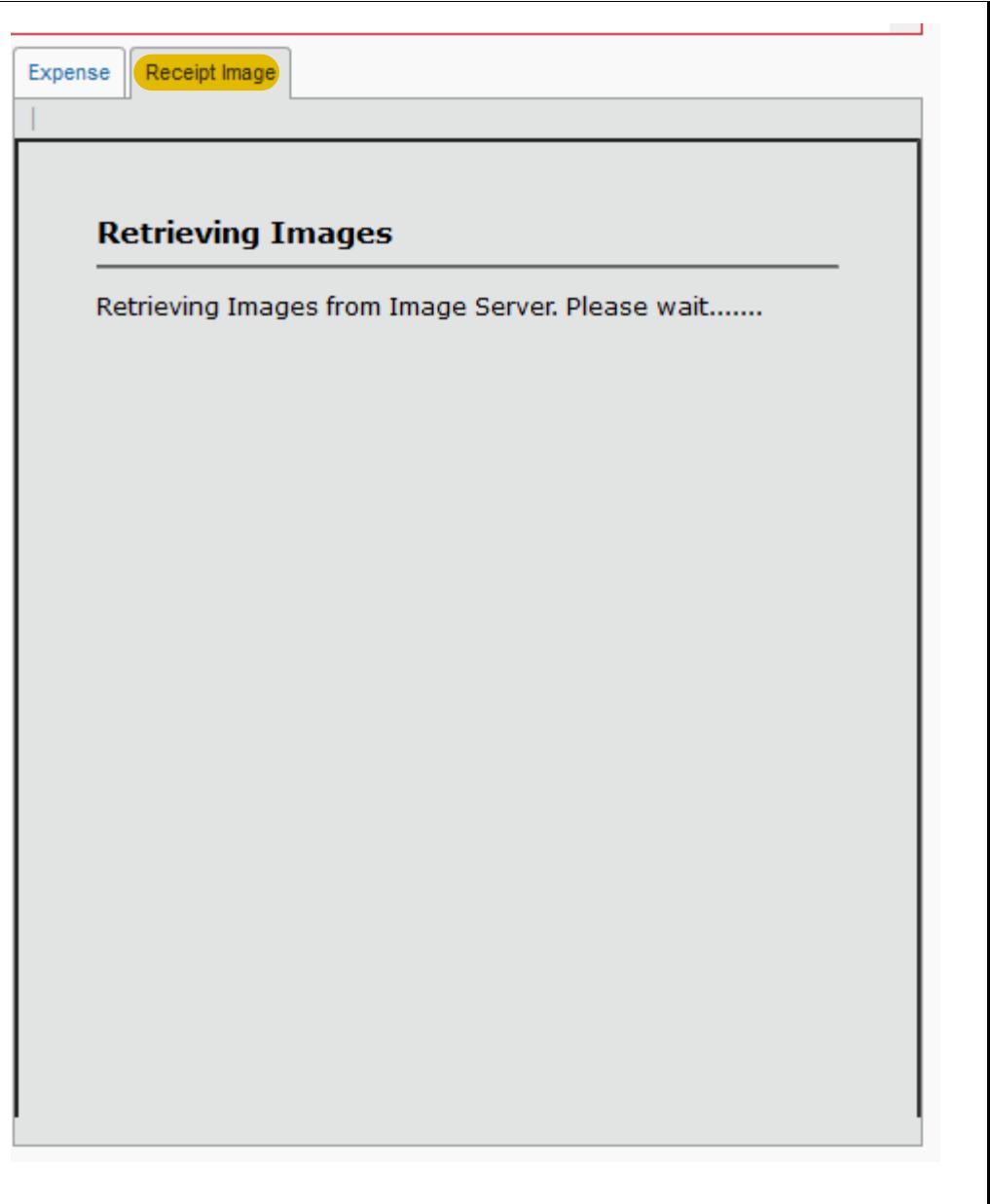
Review the attached documentation for the expense by clicking on the Receipt Image tab.

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.



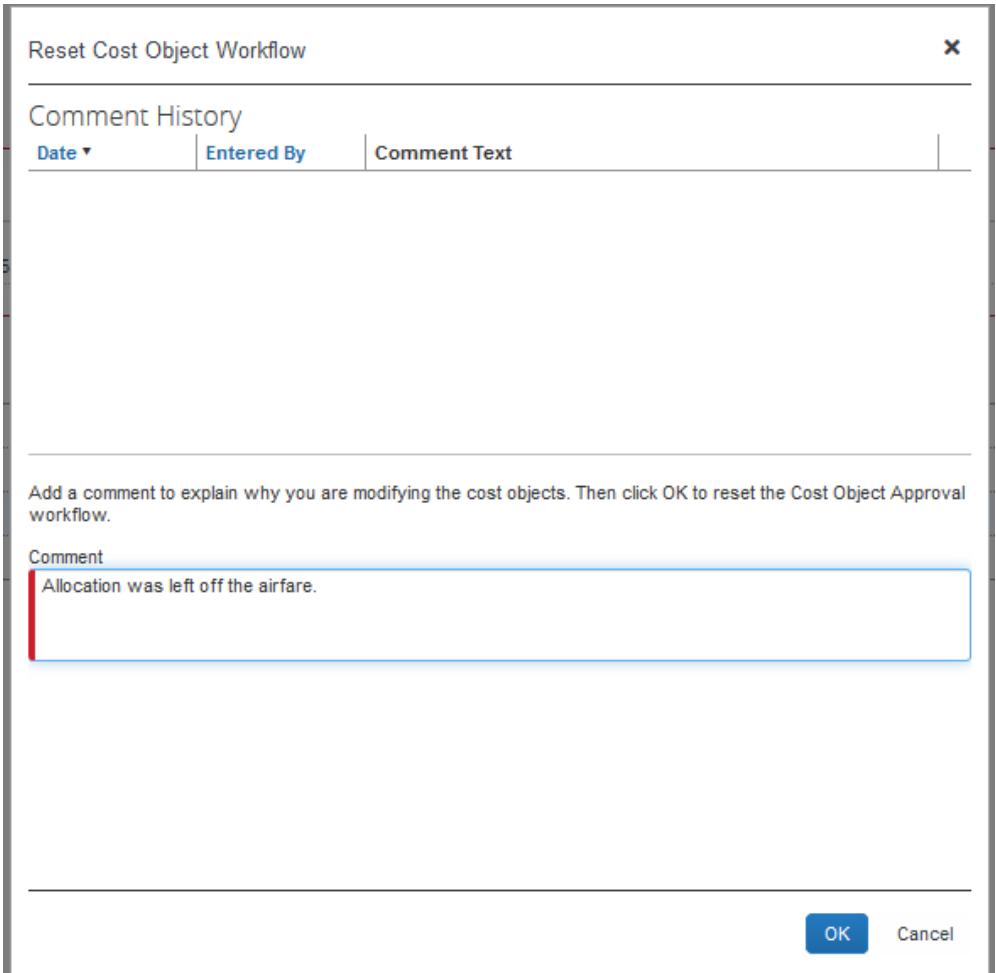
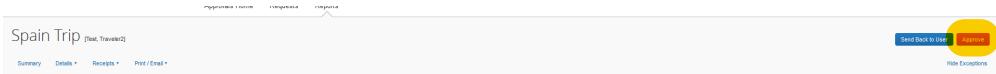
CES Concur – Approval

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.



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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

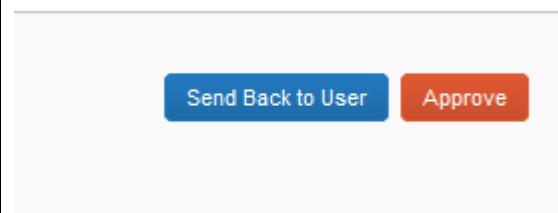
An Approved Confirmation will then appear.

Confirmation

Approved

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 X

Comment History

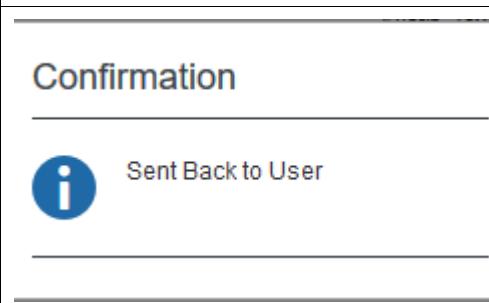
Date ▾	Entered By	Comment Text
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Add a comment to explain why you are returning the report. Then click OK to return the report to the employee.

Comment

OK Cancel

The Sent Back to User confirmation box will appear.



Quick Reference Card

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	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).