Quick Reference Card – Personal Non-cardholder Expense

Concur – Personal Non-cardholder Expense

Process: In some areas, a procurement card holder may allow another employee to “check out” their card to make a business purchase. In the unlikely event the non-cardholder inadvertently uses the procard for the purchase of a personal item, the Personal Non-cardholder Expense type will be used to charge the expense in Concur.

Procedures

In an open expense report
- Click on Add Expense

![Add Expense](image)

Add the non-cardholder’s procurement card expense to the expense report
- Click on the box to the left of the personal procurement card expense that was purchased by the non-cardholder
- Click Add To Report

![Add Expense](image)
Quick Reference Card – Personal Non-cardholder Expense

- The procard expense will appear in the list of expenses in the report. Click on the expense type to open the procard expense.

- In the Expense Type field on the entry form, choose Personal Non-cardholder Expense.
Many of the fields on the form will prepopulate with information from the procurement card. Two fields must be completed for this expense type:

- **Additional Information** – enter the name of the non-cardholder employee who made the personal purchase

- **Employee ID** – enter the 8 digit employee ID of the non-cardholder employee. If the ID has leading zeros, only enter the numbers after the zeros. Example, 00002228 would be entered as 2228.
• Attach a receipt for the expense type by clicking on the Attach Receipt Image to the right of the form.

• Add the receipt by choosing a receipt that is in the receipt library or upload the receipt image.
• If a cost object other than the one on the report header should be added for this expense, a new allocation will need to be added. This allocation step can be skipped if a different cost center is not needed.

  o Click the Allocate option at the top of the form.

  o Click on the Add button

Allocate
Expenses: 1 | $102.88

<table>
<thead>
<tr>
<th>Percent</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$102.88</td>
</tr>
</tbody>
</table>

Default Allocation
Code
HEQAS300-UK00-WBS-3200000383-0011890200

  o Choose the Cost Center Cost Object Type

Add Allocation

Logical System *
- (HEQAS300) Logical System

Company Code *
- (UK00) Company Code

Cost Object Type *
- WBS

Cost Object ID *
- (3200000383) LATEXI

Fund
- (HEQAS300-UK00-WBS-3200000383) SOCIAL WORK GEN FUND
- (HEQAS300-UK00-WBS-19120000000) CLIN - DEPT
- (HEQAS300-UK00-WBS-4207454490) MAN BLDG - PROJ GROUP 1
- (HEQAS300-UK00-WBS-4207451200) HILLTOP THE 90 CROSSWALK PROJECT

[Diagrams and images related to the allocation process]
Quick Reference Card – Personal Non-cardholder Expense

- Add the Cost Object ID where this expense should be charged.
  
  **Cost Object ID**

  ![Cost Object ID](1012000860) STATE-DEAN'S OFF

- Click the Add to List button.

- On the Allocation screen, click on the Save button at the bottom of the screen.

- Save the expense by clicking on the Save Expense button at the top or bottom of the expense form.

- The Personal Non-cardholder Expense has successfully been added to the expense report.
Quick Reference Card – Personal Non-cardholder Expense

Itemizing an expense where a portion is business related and a portion is a personal non-cardholder expense

- Click on the box to the left of the procurement card expense that should be itemized between the business and personal non-cardholder expense.
- Click Add To Report

Add Expense

- The procard expense will appear in the list of expenses in the report. Click on the expense type to open the procard expense.

Choose the Business Related expense type on the Details form.

- Complete any pertinent information on the expense type form and attach the receipt.
• Click on the Itemizations tab and click Create Itemization.

• Click the same expense type chosen on the Details Tab.
• Be sure everything copied down from the details page and then enter the amount of the itemization to the expense type.

• Click on the Save Itemization button.
Quick Reference Card – Personal Non-cardholder Expense

- Add the next expense type to be itemized by clicking on Create Itemization.

  ![Fuel $62.79](image)
  06/14/2020 | Automated Fuel Dispensers | Corporate Card
  
  **Details**
  
<table>
<thead>
<tr>
<th>Amount</th>
<th>Itemized</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>$62.79</td>
<td>$55.00</td>
<td>$7.79</td>
</tr>
</tbody>
</table>

  ![Create Itemization](image)

  ![More Actions](image)

  ![Alerts](image)

  ![Date](image)

  ![Expense Type](image)

  ![Requested](image)

- Add the Personal Non-cardholder Expense type.

  ![Fuel $62.79](image)
  06/14/2020 | Automated Fuel Dispensers | Corporate Card
  
  **Details**
  
<table>
<thead>
<tr>
<th>Amount</th>
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</tr>
</thead>
<tbody>
<tr>
<td>$62.79</td>
<td>$55.00</td>
<td>$7.79</td>
</tr>
</tbody>
</table>

  **New Itemization**

  **Expense Type**

  - personal

  **Recently Used**

  - Fuel
  - Books, Pamphlets and Reprints
  - Personal Cardholder Expense
  - Car Rental
  - Public Transport

  **05. Other Expenses**

  - Personal Non-cardholder Expense
- Add the following:
  - Amount = amount of personal expense
  - Additional Information = name of employee with the personal non-cardholder expense
  - Employee ID = Person ID of the employee with the personal non-cardholder expense

![Image of Itemization Form]

- Click on Save Itemization

- Once all the expense types have been added to the itemization, be sure the itemization form shows $0.00 remaining to be itemized.
## Quick Reference Card – Personal Non-cardholder Expense

- Click on Save Expense.

![](image_url)

- The itemization process for the expense is complete.

## Special Notes

- Use of the Personal Non-cardholder Expense type should be rare.
- The Personal Non-cardholder Expense will be charged in SAP using GL 540363.
- The Personal Non-cardholder Expense should **ONLY** be charged to a cost center cost object type and is not allowed on WBS elements, funds, or internal orders.
- It is the department’s responsibility to have the non-cardholder who made the personal purchase reimburse the university in a timely manner. When the funds are received, the transmittal should credit the 540363 GL as a reduction of expense.

## Questions

- Questions Contact Customer Service:
  - Email – concurexpense@uky.edu