Concur – Which Policy Should be Used?

Process: When creating a new expense report, the first step is for the user to decide which policy should be used.

Procedures

Create a New Report

- Start a Report by clicking on the New menu item in the UK Quick Links Bar:

Create New Report

Choose the Policy that will be used for the report

- From the drop down list under Policy, one of the following policies will be chosen:
  - UK-General Expenditure Policy
  - UK-General Travel Policy

Create New Report

<table>
<thead>
<tr>
<th>Policy *</th>
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</thead>
<tbody>
<tr>
<td>*UK-General Expenditure Policy</td>
</tr>
<tr>
<td>None Selected</td>
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<tr>
<td>*UK-General Expenditure Policy</td>
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<tr>
<td>*UK-General Travel Policy</td>
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- The choice of policy will depend on who made the purchases and whether the purchases were non-travel or travel related. A summary of the policies are shown below:

**UK General Travel Policy**

*Employee using own procard for travel or when the employee needs reimbursement for own travel expenses*

*Travel where an employee utilizes their procard to pay for the expenses of an individual or group with whom the employee is traveling*

**UK General Expenditure Policy**

*Travel expenses purchased on behalf of another person or group*

*Procurement card charges for non-travel expenses*
<table>
<thead>
<tr>
<th><strong>Quick Reference Card – Which Policy Should be Used?</strong></th>
<th><strong>Special Notes for each policy</strong></th>
</tr>
</thead>
</table>
| • The questions below can help to determine which policy is appropriate for the expense report: | • **UK General Expenditure Policy**  
  o Are the expenses travel related?  
    ▪ No – use the UK General Expenditure Policy  
    ▪ Yes – go to the next question  
  o Did the “traveler” pay for their own trip expenses using a UK procard in their name?  
    ▪ Yes – use the UK General Travel Policy  
    ▪ No – go to the next question  
  o Who made the travel purchases?  
    ▪ Employee while in travel status who will claim the expenses on their travel expense report – use the UK General Travel Policy  
    ▪ Employee not in travel status who made the purchases on behalf of the traveler – use the UK Expenditure Policy |
| o Are the expenses travel related?  
  ▪ No – use the UK General Expenditure Policy  
  ▪ Yes – go to the next question  
| o Did the “traveler” pay for their own trip expenses using a UK procard in their name?  
  ▪ Yes – use the UK General Travel Policy  
  ▪ No – go to the next question  
| o Who made the travel purchases?  
  ▪ Employee while in travel status who will claim the expenses on their travel expense report – use the UK General Travel Policy  
  ▪ Employee not in travel status who made the purchases on behalf of the traveler – use the UK Expenditure Policy |
| • **UK General Expenditure Policy**  
  o Do **not** submit an expense report for each procard expense. One monthly expense report should normally be completed for most campus units. Areas with a large volume of expenses such as a centralized processing unit for a college may submit weekly or biweekly expense reports.  
  o Only procurement card expenses are allowed on this policy. Employee reimbursements for non-travel related expenses should be processed via PRD.  
  o If there are both nontravel expenses and expenses purchased on behalf of a traveler, all of the procard charges can be submitted on the same expense report. |
| • **UK General Travel Policy**  
  o Can be used for both procurement card expenses or other payment methods. Reimbursement of travel expenses such as out-of-pocket expenses or mileage should be included on the expense report. The option to add payments by third parties or payments made by UK on PRD/PO can also be utilized when required by a sponsor or department to give a complete picture of the entire trip.  
  o Each trip should have a single expense report with all of the expenses related to that trip.  
  o Trips with multiple legs should be submitted on the same expense report, even if the trip mixes domestic and international travel. |
### Examples of scenarios included on each Policy

**UK General Expenditure Policy**

- Monthly procard expenses include supplies for lab animals, test tubes, and a replacement part for a small microscope.
- An employee stationed in Lexington registers for a conference held by the Kentucky Teacher’s Association at the Lexington Convention Center.
- A business meal was held at the Olive Garden in Lexington that included 15 participants from area schools.
- An employee travels to India to attend a conference and the conference registration is purchased using an administrative assistant’s procard on the behalf of the traveling employee.
- The debate team travels to Georgia. Hotel and bus expenses are paid using the procard of a UK staff member who is not going on the trip.

**UK General Travel Policy**

- An employee travels to India to attend a conference. Expenses include hotel, airfare, meal per diem, and a notebook purchased while on the trip for notes.
- Agriculture extension employee travels to Louisville on County Business and pays for hotel out-of-pocket. Employee receives per diem and personal car mileage.
- The debate team travels to Georgia. Hotel and bus expenses are paid using the procard of the UK employee who went on the trip with the team.

### Questions

**Questions Contact Customer Service:**

- Email – concurexpend@uky.edu
- Web Inquiry –