



# Business Liaison Weekly Q&A

## April 25, 2024

SAP Concur 



## Business Liaisons are #1 Service Point

- Campus business partners are the primary point of contact for travelers and cardholders in their department
  - Facilitate report creation and questions to ensure travelers and cardholders do not experience administrative burden and can continue to serve their primary job function for the university
  - Business partners are the "go-to" person for their department(s) and are responsible for communicating information to travelers/cardholders on internal and university processes



# Critical Role of Business Liaison

- Primary quality control point
  - Validate funding/expense types
  - Verify expenses claimed are allowable under department/university policy
  - Provide comments/details needed for understanding and processing of expense
  - Ensure all receipts and required documentation are attached
  - Communicate important information to travelers and cardholders in your unit(s)



# Topics Covered

- Future Functionality
- Expense Report Review
  - Report Header
  - Travel Allowance (aka M&IE)
  - Mileage
  - Funding
  - Receipts
  - Expense Types
  - Policy
  - Related Expenses
  - Required Forms & Documents
- Questions



## Follow up from last week

- Users need: Requests/Reports that were approved & charges on University Airfare Card
  - Access to more information
- Solution: Setting up groups and building a Dashboard for business staff to see all activity
  - ETA: a few weeks

# Reviewing an Expense Report Header

## Business Liaison Meeting 4/25 [Test-Messer, C]

Summary Details Receipts Print / Email

Expenses

**Report**

- Report Header
- Totals
- Audit Trail
- Approval Flow
- Comments

Allocations

- Allocations

Travel Allowances

- Expenses & Adjustments
- Reimbursable Allowances Summary

Report header for: Business Liaison Meeting 4/25

Report Type  
\*Test-Travel

Report/Trip Name: Business Liaison Meeting 4/25  
Business Trip Start Date: 04/22/2024  
Business Trip End Date: 04/24/2024

Report/Trip Purpose: 3) Meeting  
Trip Type: 2) In-State  
Traveler Type: 2) Staff

Does this trip include personal travel? No  
Personal Dates of Travel:   
List Other Travelers Traveling with You:   
Employee Name: Test-Messer, Clone

Department: (05040) Division of Financial Service  
Report Id: 58099578B8054AA2999C  
Employee Name: Test-Messer, Clone

Report Currency: US, Dollar  
Receipts Received: No  
Submit Date: 04/24/2024  
Approval Status: Pending Business Liaison Approval

Payment Status: Not Paid  
Report Total: 453.28  
Personal Expenses: 0.00  
Amount Approved: 453.28

Amount Company Paid: 0.00  
Amount Due Company: 0.00  
Amount Due Employee: 453.28  
Amount Due Company Card: 0.00

Total Amount Claimed: 453.28

Requests: Authorization Requests

Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
Business Liaison Meeti...	3HYQ	No	\$284.37	\$284.37	\$82.29

Save Cancel

- Is this the correct Report Type for the expenses?
- Is there Personal Travel?
- Was this In-State Travel?
- Are there any comments you need to be aware of?

# Reviewing a Travel Expense Report

You are currently logged in as a test user

SAP Concur Approvals

Acting as Testerson, Business L

Approvals Home Requests Reports

## Business Liaison Meeting 4/25 [Test-Messer, Clone]

Send Back to Employee Approve Approve & Forward

Summary Details Receipts Print / Email

Expenses								View
Transaction D...	Expense Type	Enter Vendor ...	Additional Inf...	City of Purch...	Payment Type	Amount	Adjusted Clai...	
04/24/2024	Incidentals Per Diem		2024-04-23 - 2...	Overland Park,...	Out of Pocket	\$3.25	\$3.25	
04/24/2024	Meal Per Diem		2024-04-23 - 2...	Overland Park,...	Out of Pocket	\$38.35	\$38.35	
04/24/2024	Hotel	Marriott Hotels		Overland Park,...	Out of Pocket	\$200.00		
04/23/2024	Personal Car Mileage				Out of Pocket	\$160.48	\$160.48	
04/23/2024	Incidentals Per Diem		2024-04-23 - 2...	Overland Park,...	Out of Pocket	\$3.25	\$3.25	
04/23/2024	Meal Per Diem		2024-04-23 - 2...	Overland Park,...	Out of Pocket	\$38.35	\$38.35	
04/22/2024	Incidentals Per Diem		2024-04-23 - 2...	Overland Park,...	Out of Pocket	\$0.75	\$0.75	
04/22/2024	Meal Per Diem		2024-04-23 - 2...	Overland Park,...	Out of Pocket	\$8.85	\$8.85	
<b>TOTAL AMOUNT</b>						<b>\$453.28</b>		
<b>TOTAL REQUESTED</b>						<b>\$453.28</b>		

Summary

**Report Summary**

Report Totals

Amount Due Company	Amount Due Employee
\$0.00	\$453.28

Requests (1)

Request ...	Request ID	Amount ...	Amount ...
Business ...	3HYQ	\$284.37	\$82.29

# General Viewing Suggestion

Summary

Details ▼

Receipts ▼

Print / Email ▼

Expenses

View ▼ <<



Transaction D...

Expense Type

Enter Vendor ...

Additional Inf...

City of Purcha...

Payment Type

Amount Ac

Expenses			
<input type="checkbox"/>	>	Transaction D...	Expense Type
<b>Expense Type: Hotel</b>			
<input type="checkbox"/>	>	04/17/2024	Hotel
<b>Expense Type: Incidentals Per Diem</b>			
<input type="checkbox"/>		04/17/2024	Incidentals Per...
<input type="checkbox"/>		04/16/2024	Incidentals Per...
<b>Expense Type: Meal Per Diem</b>			
<input type="checkbox"/>		04/17/2024	Meal Per Diem
<input type="checkbox"/>		04/16/2024	Meal Per Diem
<b>Expense Type: Tolls</b>			
<input type="checkbox"/>		04/17/2024	Tolls
<input type="checkbox"/>		04/17/2024	Tolls

View ▼

**Expenses As**

- Custom
- List
- Detail

**Group By**

- Date
- Expense Type
- No Grouping

**Calendar**

- One week
- Two weeks
- Month



# Reviewing Travel Allowances

The screenshot displays the SAP Concur interface for reviewing travel allowances. The main report is titled "Business Liaison Meeting 4/25" with a sub-note "[Test-Messer, Clone]". The user is logged in as "Acting as Testerson, Business L".

The "Travel Allowances" menu is open, showing options: "Expenses & Adjustments" (highlighted) and "Reimbursable Allowances Summary".

Enter Vendor ...	Additional Inf...	City of Purch...	Payment Type	Amount	Adjusted Clai...
	2024-04-23 - 2...	Overland Park...	Out of Pocket	\$3.25	\$3.25
	2024-04-23 - 2...	Overland Park...	Out of Pocket	\$38.35	\$38.35
Marriott Hotels		Overland Park...	Out of Pocket	\$200.00	
			Out of Pocket	\$160.48	\$160.48
	2024-04-23 - 2...	Overland Park...	Out of Pocket	\$3.25	\$3.25
	2024-04-23 - 2...	Overland Park...	Out of Pocket	\$38.35	\$38.35
	2024-04-23 - 2...	Overland Park...	Out of Pocket	\$0.75	\$0.75
	2024-04-23 - 2...	Overland Park...	Out of Pocket	\$8.85	\$8.85

Amount Due Company	Amount Due Employee
\$0.00	\$453.28

Request ...	Request ID	Amount ...	Amount ...
Business ...	3HYQ	\$284.37	\$82.29

TOTAL AMOUNT: \$453.28  
TOTAL REQUESTED: \$453.28

- From the Menu Options Click the dropdown arrow next to Details
- Under Travel Allowances Choose Expenses & Adjustments

# Reviewing Travel Allowances

**Travel Allowance** [Close]

Itinerary

Itinerary Name  
Business Liaison Meeting 4/25  Detailed Itinerary ?  Without overnight ?

Start Location:  Manhattan, Kansas Start Date: 04/22/2024 Start Time: 12:00 PM

Arrival Location:  Overland Park, Kansas

End Location:  Manhattan, Kansas End Date: 04/24/2024 End Time: 8:00 PM

Next



- Double check:**
- To/From
  - Departure/Return Dates
  - Departure/Return Times



# Reviewing Travel Allowances

### Travel Allowance ✕

Adjustments

Here you can declare any free meals received to reduce your daily allowance. You can also claim additional allowances, for example if you stayed overnight with friends or family. Days can be excluded from your trip, for example if you are on personal leave. Always refer to your company policy guidelines.

View: [Adjustments](#) [Show Filters](#)

Date/Location	Exclude Day	Breakfast	Lunch	Dinner	Lodging	Allowance Limit	Reimbursement Amount
All Days Dates: 3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Mon, 04/22/2024</b> Overland Park, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$189.00	\$9.60
<b>Tue, 04/23/2024</b> Overland Park, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$189.00	\$41.60
<b>Wed, 04/24/2024</b> Overland Park, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$41.60
						<b>Total: \$378.00</b>	<b>Total: \$92.80</b>

[Back](#) OK

Verify Meals Provided & Excluded Days

# Reviewing Mileage Allowance

**Business Liaison Meeting 4/25** [Test-Messer, Clone] [Send Back to Employee](#) [Approve](#) [Approve & Forward](#)

Summary Details Receipts Print / Email

Expenses View <<

Transaction D...	Expense Type	Enter Vendor ...	Additional Inf...	City of Purch...	Payment Type	Amount	Adjusted Clai...
04/24/2024	Incidentals Per Diem		2024-04-23 - 2...	Overland Park...	Out of Pocket	\$3.25	\$3.25
04/24/2024	Meal Per Diem		2024-04-23 - 2...	Overland Park...	Out of Pocket	\$38.35	\$38.35
04/24/2024	Hotel	Marriott Hotels		Overland Park...	Out of Pocket	\$200.00	
04/23/2024	Personal Car Mileage				Out of Pocket	\$160.48	\$160.48
04/23/2024	Incidentals Per Diem		2024-04-23 - 2...	Overland Park...	Out of Pocket	\$3.25	\$3.25
04/23/2024	Meal Per Diem		2024-04-23 - 2...	Overland Park...	Out of Pocket	\$38.35	\$38.35
04/22/2024	Incidentals Per Diem		2024-04-23 - 2...	Overland Park...	Out of Pocket	\$0.75	\$0.75
04/22/2024	Meal Per Diem		2024-04-23 - 2...	Overland Park...	Out of Pocket	\$8.85	\$8.85

TOTAL AMOUNT **\$453.28** TOTAL REQUESTED **\$453.28**

Expense Summary

Default vehicle

Number of Passengers

Higher Rate  
false

Forest Road  
false

Forest or Construction Site Road  
false


Distance to Date:

Request  
04/23/2024, \$160.47 - Business

Mileage Calculator

[Save](#) [Allocate](#) [Attach Receipt](#)

Click on Personal Car Mileage



**Mileage Calculator**

# Reviewing Mileage Allowance

Mileage Calculator

Waypoints

- 2323 Anderson Ave, Manhattan, KS €  Personal **122.2 MI**
- 12221 Blue Valley Pkwy, Overland Park, KS €  Personal **122.5 MI**
- 2323 Anderson Ave, Manhattan, KS €  Personal

Deduct Commute

TOTAL PERSONAL	TOTAL BUSINESS
<b>0.0 MI</b>	<b>244.7 MI</b>

Map

Keyboard shortcuts Map data ©2024 Google Terms of Use

Close

# Reviewing Funding

**Business Liaison Meeting 4/25** [Test-Messer, Clone] Send

Summary Details Receipts Print / Email

Expenses

- Report
  - Report Header
  - Totals
  - Audit Trail
  - Approval Flow
  - Comments
- Allocations
  - Allocations**
- Travel Allowances
  - Expenses & Adjustments
  - Reimbursable Allowances Summary

Enter Vendor ...	Additional Inf...	City of Purch...	Payment Type	Amount	Adjusted Clai...	
	2024-04-23 - 2...	Overland Park...	Out of Pocket	\$3.25	\$3.25	
	2024-04-23 - 2...	Overland Park...	Out of Pocket	\$38.35	\$38.35	
Marriott Hotels		Overland Park...	Out of Pocket	\$200.00		
Marriott Hotels		Overland Park...	Out of Pocket	\$85.00	\$85.00	
Marriott Hotels		Overland Park...	Out of Pocket	\$15.00	\$15.00	
Marriott Hotels		Overland Park...	Out of Pocket	\$85.00	\$85.00	
Marriott Hotels		Overland Park...	Out of Pocket	\$15.00	\$15.00	
			Out of Pocket	\$160.48	\$160.48	
04/23/2024	Incidentals Per Diem	2024-04-23 - 2...	Overland Park...	Out of Pocket	\$3.25	\$3.25
04/23/2024	Meal Per Diem	2024-04-23 - 2...	Overland Park...	Out of Pocket	\$38.35	\$38.35
04/22/2024	Incidentals Per Diem	2024-04-23 - 2...	Overland Park...	Out of Pocket	\$0.75	\$0.75
04/22/2024	Meal Per Diem	2024-04-23 - 2...	Overland Park...	Out of Pocket	\$8.85	\$8.85
				<b>TOTAL AMOUNT</b>	<b>TOTAL REQUESTED</b>	
				<b>\$453.28</b>	<b>\$453.28</b>	

**Verify all expenses are allocated to departmental funding not NKSUDFAULT**

\*\*\*exceptions – Default funding may be used for Fraud on a P-Card or reimbursement to the University for a personal expense on a P-Card.\*\*\*

# Reviewing Funding



**Expense List**

<input checked="" type="checkbox"/>	Date	Expense T...	Group	Amount
<input checked="" type="checkbox"/>	03/23/2024	Incidentals ...	1	\$3.75
<input checked="" type="checkbox"/>	03/23/2024	Meal Per Di...	1	\$48.00
<input checked="" type="checkbox"/>	03/24/2024	Meal Per Di...	1	\$64.00
<input checked="" type="checkbox"/>	03/24/2024	Incidentals ...	1	\$5.00
<input checked="" type="checkbox"/>	03/25/2024	Meal Per Di...	1	\$64.00
<input checked="" type="checkbox"/>	03/25/2024	Incidentals ...	1	\$5.00
<input checked="" type="checkbox"/>	03/26/2024	Meal Per Di...	1	\$41.60
<input checked="" type="checkbox"/>	03/26/2024	Incidentals ...	1	\$3.25
<input checked="" type="checkbox"/>	03/27/2024	Incidentals ...	1	\$5.00
<input checked="" type="checkbox"/>	03/27/2024	Meal Per Di...	1	\$64.00
<input checked="" type="checkbox"/>	03/28/2024	Meal Per Di...	1	\$48.00
<input checked="" type="checkbox"/>	03/28/2024	Incidentals ...	1	\$3.75

Allocation Summary ↗ ×

Department	Project	PCA	Award	Fund Source	Department Ide...	Amount

# Reviewing Funding

You are currently logged in as a test user

SAP Concur Approvals

Approvals Home Requests Reports

Acting as Testerson, Business L

## Business Liaison Meeting 4/25 [Test-Messer, Clone]

Send Back to Employee Approve Approve & Forward

Summary Details Receipts Print / Email

Expenses

Transaction D...	Expense Type	Enter Vendor ...	Additional Inf...	City of Purch...	Payment Type	Amount	Adjusted Clai...
04/24/2024	Incidentals Per Diem		2024-04-23 - 2...	Overland Park,...	Out of Pocket	\$3.25	\$3.25
04/24/2024	Meal Per Diem		2024-04-23 - 2...	Overland Park,...	Out of Pocket	\$38.35	\$38.35
> 04/24/2024	Hotel	Marriott Hotels		Overland Park,...	Out of Pocket	\$200.00	
04/23/2024	Personal Car Mileage				Out of Pocket	\$160.48	\$160.48
04/23/2024	Incidentals Per Diem		2024-04-23 - 2...	Overland Park,...	Out of Pocket	\$3.25	\$3.25
04/23/2024	Meal Per Diem		2024-04-23 - 2...	Overland Park,...	Out of Pocket	\$38.35	\$38.35
04/22/2024	Incidentals Per Diem		2024-04-23 - 2...	Overland Park,...	Out of Pocket	\$0.75	\$0.75
04/22/2024	Meal Per Diem		2024-04-23 - 2...	Overland Park,...	Out of Pocket	\$8.85	\$8.85

TOTAL AMOUNT \$453.28 TOTAL REQUESTED \$453.28

Summary

Report Summary

Report Totals

Amount Due Company	Amount Due Employee
\$0.00	\$453.28

Requests (1)

Request ...	Request ID	Amount ...	Amount ...
> Business ...	3HYO	\$284.37	\$82.29



# Reviewing Funding

[Summary](#)  
 [Details ▼](#)  
 [Receipts ▼](#)  
 [Print / Email ▼](#)

\*KSU-Travel Report Details

Expenses

Incidentals Per Diem						
Transaction Date	Expense Type	Account Code	Vendor	Payment Type	Amount	*Invoice Number
03/28/2024	Incidentals Per Diem	E2582		Out of Pocket	\$3.75	
Allocations :						
		100.00% (\$3.75)	10060-			
03/27/2024	Incidentals Per Diem	E2582		Out of Pocket	\$5.00	
Allocations :						
		100.00% (\$5.00)	10060-			

Expense Type Summary		
Expense Type	Account Code	Amount
Incidentals Per Diem	E2582	\$25.75
Meal Per Diem	E2582	\$329.60

Allocation Summary						
*Project	*Award	*Fund Source	*Department	*Department Identifier	Account Code	Amount
N	NOAWRD	1200	10060		E2582	\$355.35

Payment Methods	
Payment Type	Amount
Out of Pocket	\$355.35

Report Total :	\$355.35
Personal Expenses :	\$0.00
Total Amount Claimed :	\$355.35
Amount Approved :	\$355.35
<b>Company Disbursements</b>	
Amount Due Employee :	\$355.35
Amount Due Company Card :	\$0.00
Total Paid By Company :	\$355.35

# Receipts

You are currently logged in as a test user









SAP Concur Approvals ▼ Acting as Testerson, Business L

Approvals Home Requests Reports

## Business Liaison Meeting 4/25 [Test-Messer, Clone]

[Send Back to Employee](#) [Approve](#) [Approve & Forward](#)

Summary Details **Receipts** Print / Email

Expenses								View <span>▼</span> <<
	Transaction D...	Expense Type	Enter Vendor ...	Additional Inf...	City of Purch...	Payment Type	Amount	Adjusted Clai...
	04/24/2024	Incidentals Per Diem		2024-04-23 - 2...	Overland Park...	Out of Pocket	\$3.25	\$3.25
	04/24/2024	Meal Per Diem		2024-04-23 - 2...	Overland Park...	Out of Pocket	\$38.35	\$38.35
	04/24/2024	Hotel	Marriott Hotels		Overland Park...	Out of Pocket	\$200.00	
	04/23/2024	Personal Car Mileage				Out of Pocket	\$160.48	\$160.48
	04/23/2024	Incidentals Per Diem		2024-04-23 - 2...	Overland Park...	Out of Pocket	\$3.25	\$3.25
	04/23/2024	Meal Per Diem		2024-04-23 - 2...	Overland Park...	Out of Pocket	\$38.35	\$38.35
	04/22/2024	Incidentals Per Diem		2024-04-23 - 2...	Overland Park...	Out of Pocket	\$0.75	\$0.75
	04/22/2024	Meal Per Diem		2024-04-23 - 2...	Overland Park...	Out of Pocket	\$8.85	\$8.85

TOTAL AMOUNT **\$453.28** TOTAL REQUESTED **\$453.28**

Summary

Report Summary

Report Totals

Amount Due Company	Amount Due Employee
\$0.00	\$453.28

Requests (1)

Request ...	Request ID	Amount ...	Amount ...
> Business ...	3HYQ	\$284.37	\$82.29



Hover cursor on the icon to see that individual receipt  
no icon > no receipt

# Receipts

Receipts ▼

Print / Email ▼

Receipts Required

View Receipts in new window

View Receipts in current window

Attach Receipt Images



## .140 Miscellaneous Expenses

Employees may be reimbursed for miscellaneous expenses incurred during travel such as local transportation fares, purchase of supplies, registration fees, and other similar miscellaneous expenses identified below. Receipts evidencing each miscellaneous expenditure should be submitted with the travel claim form, except no receipts are required for: telephone calls, local taxi fares, city bus fares, unattended parking meters, and unattended toll booths.

# Expense Types

Division of Financial Services » Systems » Chart of Accounts

The screenshot shows the SAP Concur 'Approvals' page for a 'Business Liaison Meeting'. It features a table of expenses with columns for Transaction ID, Expense Type, Vendor, Date, City, Payment Type, and Amount. A summary table on the right shows 'Amount Due Company' and 'Amount Due Employee'. A large arrow points from the 'Expense Type' column in the table to the 'Expense Type' dropdown in the detailed view below.

Transaction ID	Expense Type	Enter Vendor	Additional Inf.	City of Purch.	Payment Type	Amount	Adjusted Clk
04030204	Incidentals Per Diem		2024-04-23 - 2...	Overland Park...	Out of Pocket	\$3.25	\$3.25
04040204	Meal Per Diem		2024-04-23 - 2...	Overland Park...	Out of Pocket	\$38.35	\$38.35
04040204	Host	Marriott Hotels		Overland Park...	Out of Pocket	\$200.00	
04020204	Personal Car Mileage				Out of Pocket	\$160.48	\$160.48
04020204	Incidentals Per Diem		2024-04-23 - 2...	Overland Park...	Out of Pocket	\$3.25	\$3.25
04020204	Meal Per Diem		2024-04-23 - 2...	Overland Park...	Out of Pocket	\$38.35	\$38.35
04020204	Incidentals Per Diem		2024-04-23 - 2...	Overland Park...	Out of Pocket	\$0.75	\$0.75
04020204	Meal Per Diem		2024-04-23 - 2...	Overland Park...	Out of Pocket	\$8.85	\$8.85

TOTAL AMOUNT: \$453.28  
TOTAL REQUESTED: \$453.28



[Expense Object Code Listing](#)

Expense Type

The detailed view shows the 'Expense' form with the following fields:

- Expense Type: Ground Transportation
- Transaction Date: 04/16/2024
- Additional Comments: (empty)
- Additional Information: (empty)
- Enter Vendor Name: (empty)
- City of Purchase: Manhattan, Kansas
- State/Province: US-KS
- Payment Type: Out of Pocket
- Amount: 51.99 USD
- Reviewed: No
- Approved Amount: 51.99
- Comment: (empty)
- Request: 04/16/2024, \$31.99 - Alumni F.

Buttons at the bottom: Save, Allocate, Attach Receipt

## Policy, Related Expenses, and Required Forms & Documents

### Verify expenses are allowable

- Still uncertain contact General Accounting
  - [genacctg@ksu.edu](mailto:genacctg@ksu.edu)
  - 785-532-6202

### Ensure all expenses are accounted for or recognized

- Charges to University P-Card are linked to expense report
  - Travel vs Procurement Card Report
  - Ensure Procurement Card Charges are not marked Out of Pocket
- Expenses paid for by other means are noted and identified as such
  - If accidentally paid by another employee, reference said employee's name and travel report number
  - Expense paid by host, by wire to vendor, not seeking reimbursement - Add notes to comment boxes were applicable

### Required Forms & Documents

- Official Hospitality – must attach a completed and approved Official Hospitality form
- Driving vs Flying Cost Comparison
  - attach completed Cost Comparison form
  - Include all supporting documentation which substantiates amounts listed on the form

# Questions?

