



### A&S Business Center-Contact Information

Located in 361 Jacobs Science Building and 271 Patterson Office Tower

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<https://resources.as.uky.edu/business-center>

<https://luky.sharepoint.com/sites/as/deptdocs/SitePages/Home.aspx>

## Travel Information

Before you travel:

1. Please make sure to submit your travel ticket before you travel at this link <https://www.as.uky.edu/travel-form>.
2. Please ensure you meet the current University guidelines for travel and review the full COVID-19 Travel and Policy Exceptions at the following link: <https://www.uky.edu/ufs/travel-services>
3. If personal travel is involved, please add the full range of travel dates on the ticket.
4. The dates on the ticket are flexible. If for some reason the travel dates change, just let us know! There is no need to create a new ticket.
5. Please make sure to run a valid cost comparison on the same day airfare is purchased if the airfare is purchased outside of AAA/Concur/Avant or if personal travel is involved. Feel free to contact anyone on the travel team to learn how to run a valid cost comparison or we can run one for you.
6. If you are traveling as an employee, please add Joseph Wiley, Austin LeSaux, and Shelby Verhoeven as delegates to your Concur profile. This is done by logging into myUK/Employee Self Service/New Concur Travel and Expense Management/Click this link to access Concur. Once you are logged into Concur, you will click on the profile, profile setting, expense delegates, add, jbwile2 for Joseph Wiley, acle239 for Austin LeSaux, and skve223 for Shelby Verhoeven, check the delegate permissions "Can Prepare" and "Can View Receipts", click save.
7. If you are traveling as an employee and have an employee procard, you may use this for allowable travel expenses. Please follow University guidelines for Procard use at this link <https://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/Cardholder%20Manual-Policies.pdf>
  - a. If you do not have an employee Procard, contact Joe at [joseph.wiley@uky.edu](mailto:joseph.wiley@uky.edu)
8. If you are traveling as an employee and are requesting a Business Center procard to book airfare/lodging through Concur, please add Joseph Wiley and Austin LeSaux as assistants/travel arrangers to your Concur profile. Once you are logged into Concur you will click on the profile, profile settings, and then assistants/arrangers (under Travel Settings). Next select add an assistant, acle239 for Austin LeSaux and jbwile2 for Joseph Wiley, check the permission "Can book travel for me" for both.
9. Once you return, you can prepare your reimbursement in Concur. Here is a helpful link on how to prepare your Concur Reimbursement Report <https://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/withoutrequest.pdf>

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Helpful Concur Quick Reference Guides

<https://www.uky.edu/ufs/concur-quick-reference-guides>

