

Program Expense Cardholder Training



What is the Program Expense Card?



- Program Expense cards are issued to employees as a convenient means of procuring goods and services.
- Being a cardholder comes with important responsibilities.
- Cardholders must follow all university and division policies and procedures.
- This training is for divisional employees who wish to obtain and properly use a *Program Expense Card*.

Rights and Responsibilities



- Program Expense cards are issued to employees as a convenient means of procuring goods and services.
- Being a cardholder comes with important responsibilities.
- Cardholders must follow all university and division policies and procedures.
- This training is for divisional employees who wish to obtain and properly use a *Program Expense Card*.

What can I purchase with Program Expense Card?



The Program Expense Card is **solely** for purchases **related to student programming** where the students are the direct recipient of the purchased goods and services.

Allowable purchases include:

- Food for USC students participating in a student related/educational program, study abroad, or domestic student trip.
- Purchases made for Student Travel, including Study Abroad, such as hotels, meals, entrance fees, etc.
- Program supplies directly related to a student/educational program are permissible.
- Gift Cards for door prizes and participation rewards.

How do I request a Program Expense Card?



Detailed information on how to request a Program Expense card can be found in the divisional ticketing system at:

<https://www.sa.sc.edu/saastix/>

Helpful information for all card types can be found on the “Resources” tab.

Purchasing, Travel, and Program Cards

- NEW** Program Expense Card Information & Procedures
- NEW** Purchasing Card Information & Procedures
- NEW** Travel Card Information & Procedures

Submit a ticket request with the required information. A Procurement Team member will review, and if approved submit to the Controller’s office for completion.



Will I receive additional training and support?



What is an “Expense Report” and why is it necessary?

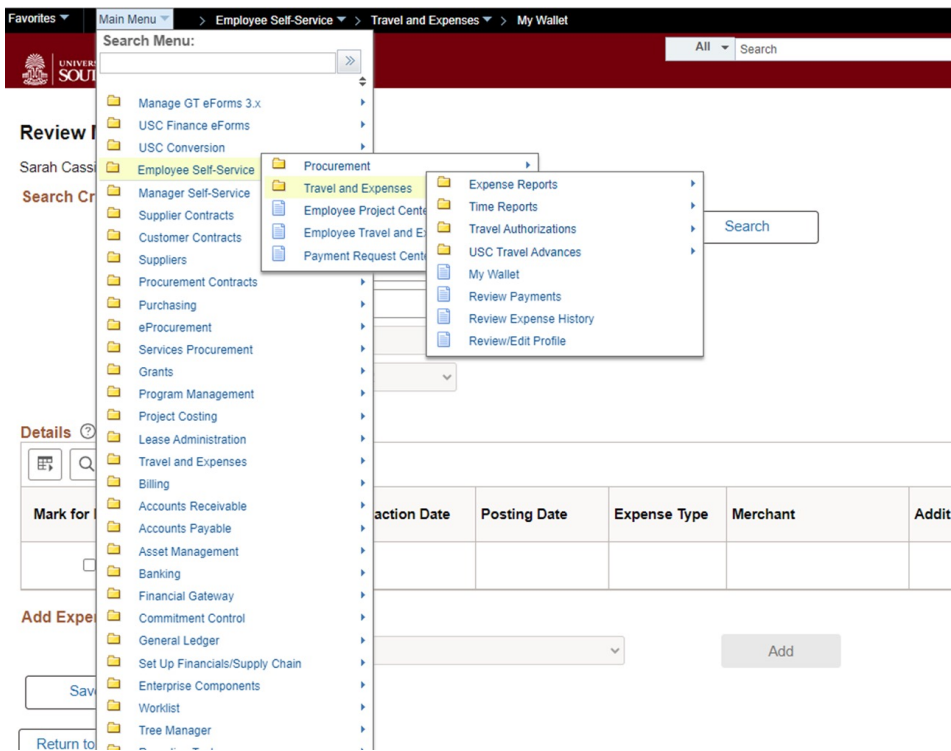
The University requires employees to submit an Expense Report to validate that expenditures are made according to university policies, procedures, and South Carolina procurement laws.

When the expense report is completed and accepted by the Accounts Payable department a payment is made to settle the credit card's outstanding balance with the bank.

As with your personal credit card -> you review the statement to check your saved receipts against the purchases listed. You determine if there are discrepancies or errors, and if everything checks out you process a payment to reimburse the bank. The university's card expense reporting process works on the same principal.

Let's demonstrate how this works.

How to complete the PeopleSoft - Expense Report for a Program Expense Card.



Open PeopleSoft

Open Main Menu

Navigate to My Wallet

Review My Wallet Receipts

Sarah Cassidy

Search Criteria ?

From Posting Date Through Date

*Receipt Data Source

*Transaction Status

*Card Program

*Account Number

Details ?

| Mark for Delete | Account Number | Transaction Date | Posting Date | Expense Type | Merchant | Additional Details |
|--------------------------|----------------|------------------|--------------|--------------|----------|--------------------|
| <input type="checkbox"/> | | | | | | |

Add Expense ?

Expense Type

Add

Save











Return to Search

Notify

Refresh

Adjust your date range to match what is on your Bank of America Statement. Select "Card Program" for card you are expensing. Select "Search."

Details ⓘ

| Mark for Delete | Account Number | | Transaction Date | Posting Date | Expense Type | Merchant | Additional Details | Attachments | |
|--------------------------|----------------|---|------------------|--------------|----------------|----------------------|--------------------|---|-------------------------------|
| <input type="checkbox"/> | *****8272 |  | 04/11/2024 | 04/12/2024 | OTHER SUPPLIES | TSUNAMI VISTA | |  | |
| <input type="checkbox"/> | *****8272 |  | 04/10/2024 | 04/10/2024 | OTHER SUPPLIES | AMZN Mktp US | |  | Enhanced Data |
| <input type="checkbox"/> | *****8272 |  | 04/09/2024 | 04/10/2024 | OTHER SUPPLIES | AMAZON.COM*PF8I79QU3 | |  | Enhanced Data |
| <input type="checkbox"/> | *****8272 |  | 04/09/2024 | 04/10/2024 | OTHER SUPPLIES | DOLLAR TREE | |  | Enhanced Data |
| <input type="checkbox"/> | *****8272 |  | 04/09/2024 | 04/10/2024 | OTHER SUPPLIES | FAMILY DOLLAR | |  | Enhanced Data |

Add Expense ⓘ

Expense Type

Add

Notice all transactions that fall within the specified date range have populated. If you do not adjust your date range, you would see transactions that fall outside of the statement date. Click on “Other Supplies” under expense type.

Expense Type OTHER SUPPLIES ▾

Mark for Delete
 Non-Reimbursable

Transaction Date 04/11/2024

Payment Type Prepaid Payments ▾

[Attachments](#)

Cardmember Number *****8272 ▾

TSUNAMI VISTA

Transaction Amount 204.87

Currency USD

Exchange Rate 1.00000000 🔄 🇺🇸

Default Rate

Base Currency Amount 204.87 USD Update

Description

City 254 characters remaining
COLUMBIA

Use Tax Applicability

Apply Use Tax

Office Location

[> Receipt Details/Summary/Breakdown](#) ⓘ

[Return to My Wallet](#)

[Add Expense](#) ⓘ

Here, you can see the transaction you selected.

If you select view all in the top right, it will populate all transactions in that date range.

This page allows you to add descriptions, attachments, and most importantly tax.

If a receipt you received wasn't levied tax, you would simply check the box that reads, "Apply Use Tax."

Transaction Date 04/09/2024



Payment Type Prepaid Payments [Attachments](#)
[Enhanced Data](#)

Cardmember Number *****8272

FAMILY DOLLAR


Transaction Amount 41.04

Currency USD

Exchange Rate 1.00000000  

Default Rate


Base Currency Amount 41.04 USD [Update](#)

Description **ADD YOUR DESCRIPTION HERE!!!** 

City 226 characters remaining
COLUMBIA

Use Tax Applicability

Apply Use Tax

Office Location 

This simply shows where your description should go. When you have added all your descriptions and applied tax where necessary, scroll to the bottom of the page and select save.

> [Receipt Details/Summary/Breakdown](#) 

[Return to My Wallet](#)

Add Expense 

Expense Type [Add](#)

[Save](#)

[Return to Search](#)

[Notify](#)

[Refresh](#)



Review My Wallet Receipts

Sarah Cassidy

Search Criteria

From Posting Date Through Date

*Receipt Data Source

*Transaction Status

*Card Program

*Account Number

Details

| Mark for Delete | Account Number | Transaction Date | Posting Date | Expense Type | Merchant | Additional Details | Attachments | Amount |
|--------------------------|----------------|------------------|--------------|----------------|----------------------|----------------------|-------------------------------|----------|
| <input type="checkbox"/> | *****8272 | 04/11/2024 | 04/12/2024 | OTHER SUPPLIES | TSUNAMI VISTA | Tsunami Sushi for... | | 204.87 U |
| <input type="checkbox"/> | *****8272 | 04/10/2024 | 04/10/2024 | OTHER SUPPLIES | AMZN Mktp US | | Enhanced Data | 105.52 U |
| <input type="checkbox"/> | *****8272 | 04/09/2024 | 04/10/2024 | OTHER SUPPLIES | AMAZON.COM*PF8179QU3 | | Enhanced Data | 58.30 U |
| <input type="checkbox"/> | *****8272 | 04/09/2024 | 04/10/2024 | OTHER SUPPLIES | DOLLAR TREE | | Enhanced Data | 68.85 U |
| <input type="checkbox"/> | *****8272 | 04/09/2024 | 04/10/2024 | OTHER SUPPLIES | FAMILY DOLLAR | | Enhanced Data | 41.04 U |

Add Expense

Expense Type

Once saved, you are brought back to the main My Wallet screen. Notice, under “Additional Details” there is a description that was provided for that particular transaction. At this point, everything has been completed in My Wallet and we can now navigate to the expense report.

Note: You can update My Wallet as you make purchases or do it all at once when you are ready to create the expense report.

- USC CF
- Employee Self-Service
- Manager Self-Service
- Supplier Contracts
- Customer Contracts
- Suppliers
- Procurement Contracts
- Purchasing
- eProcurement
- Services Procurement
- Grants
- Program Management
- Project Costing
- Lease Administration
- Travel and Expenses
- Billing
- Accounts Receivable
- Accounts Payable
- Asset Management
- Banking
- Financial Gateway
- Commitment Control
- General Ledger
- Set Up Financials/Supply Chain
- Enterprise Components
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
- Order Sheet Processes
- Tax Center
- USC Finance eForms WorkCenter
- Treasury Management Center

- Procurement
- Travel and Expenses
 - Expense Reports
 - Create/Modify
 - Print
 - Print an Expense Report
 - View
 - Delete
 - Time Reports
 - Travel Authorizations
 - USC Travel Advances
 - My Wallet
 - Review Payments
 - Review Expense History
 - Review/Edit Profile
- Employee Project Centers
- Employee Travel and Expenses
- Payment Request Centers

Payroll Only?

Include Cost Share

| Description | Fiscal Year | Status | Operating Unit | Department | Fund Code | Class Field | PC Business Unit | Project | Activity | Product |
|-------------|-------------|--------|----------------|------------|-----------|-------------|------------------|---------|----------|---------|
| | | | | | | | | | | |



Expense Report

Add a New Value

Find an Existing Value

*USC ID



[Save for Later](#) |
 [Summary and Submit](#)

Scott Miller ?

By:

*Business Purpose

*Report Description

Reference

Default Location

[Attachments](#)

Quick Start

Expenses ?

Total 0.00 USD

[Expand All](#) |
 [Collapse All](#) |
 Add: [My Wallet \(0\)](#)

| *Date | *Expense Type | Description | *Payment Type | *Amount | *Currency |
|----------------------|----------------------|----------------------|----------------------|---------|-----------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0.00 | USD |

254 characters remaining

[Expand All](#) |
 [Collapse All](#)

Total 0.00 USD

Create Expense Report

My Wallet

Report ID NEXT

Below is a complete list of unassigned wallet transactions. To view all transactions please go to the wallet menu option under "Other Expense Functions".

Select items and select if a Personal Expense. Press 'Done' to add them to the expense report.

Unassigned Wallet Entries

| Select | Logo | Account Number | Transaction Date | Posting Date | Expense Type | Merchant | | Amount | Curren |
|-------------------------------------|------|----------------|------------------|--------------|----------------|------------------------|-------------------------------|--------|--------|
| <input type="checkbox"/> | | *****8272 | 04/26/2024 | 04/29/2024 | OTHER SUPPLIES | MONTERREY MEXICAN REST | Enhanced Data | 40.91 | USD |
| <input checked="" type="checkbox"/> | | *****8272 | 04/11/2024 | 04/12/2024 | OTHER SUPPLIES | TSUNAMI VISTA | | 204.87 | USD |
| <input checked="" type="checkbox"/> | | *****8272 | 04/10/2024 | 04/10/2024 | OTHER SUPPLIES | AMZN Mktp US | Enhanced Data | 105.52 | USD |
| <input checked="" type="checkbox"/> | | *****8272 | 04/09/2024 | 04/10/2024 | OTHER SUPPLIES | AMAZON.COM*PF8179QU3 | Enhanced Data | 58.30 | USD |
| <input checked="" type="checkbox"/> | | *****8272 | 04/09/2024 | 04/10/2024 | OTHER SUPPLIES | DOLLAR TREE | Enhanced Data | 68.85 | USD |
| <input checked="" type="checkbox"/> | | *****8272 | 04/09/2024 | 04/10/2024 | OTHER SUPPLIES | FAMILY DOLLAR | Enhanced Data | 41.04 | USD |



SARAH CASSIDY
 USC PROGRAM EXPENSE
 XXXX-XXXX-XXXX-8272
 March 26, 2024 - April 25, 2024

Corporate Card

Cardholder Activity

| Account Information | Payment Information | Account Summary |
|---|--|--|
| Mail Billing Inquiries to: BANKCARD CENTER PO Box 660441 Dallas, TX 75266-0441 TTY Hearing Impaired: Dial "711" Outside the U.S.: 1.509.353.6656 24 Hours For Lost or Stolen Card: 1.888.449.2273 24 Hours | Statement Date 04/25/24 Credit Limit \$2,000 Cash Limit \$0 Days in Billing Cycle 31 Total Activity \$478.58 THIS IS NOT A BILL - DO NOT PAY | Credits \$0.00 Cash \$0.00 Purchases \$478.58 Other Debits \$0.00 Cash Fees \$0.00 Other Fees \$0.00 Total Activity \$478.58 |

Important Messages

Global Card Access – your card information whenever, wherever and however you need it. From the dashboard, you can quickly check your credit limit, balance, available credit and recent card activity. Other features like View PIN, Change PIN, Lock Card and Alerts help you keep your card secure. For added convenience, you can easily view or download your current statement up to 12 months of past statements. Visit www.bofa.com/globalcardaccess to register your card and start using Global Card Access today.

Transactions

| Posting | Transaction | Date | Date | Description | Reference Number | MCC | Charge | Credit |
|---------|-------------|---------------|--------------|----------------|-------------------------|------|--------|--------|
| 04/10 | 04/09 | AMAZON.COM | PF8179QU3 | SEATTLE WA | 24431064101063756772108 | 5942 | 58.30 | |
| 04/10 | 04/10 | AMZN.Mktg | US*GH8XS1LC3 | Amzn.com/illWA | 246216410110699733892 | 5942 | 105.52 | |
| 04/10 | 04/09 | FAMILY DOLLAR | | COLUMBIA SC | 24445004101000654536567 | 5331 | 41.04 | |
| 04/10 | 04/09 | DOLLAR TREE | | COLUMBIA SC | 24445004101000654536492 | 5331 | 68.85 | |
| 04/12 | 04/11 | TSUNAMI VISTA | | COLUMBIA SC | 24765014103091000420019 | 5812 | 204.87 | |

Expenses

Total 478.58 USD

Expand All | Collapse All Add: My Wallet (1)

*Date: 04/09/2024

*Expense Type: OTHER SUPPLIES

*Description: 254 characters remaining

*Payment Type: Prepaid Payments

*Amount: 58.30

*Currency: USD

*Billing Type: AVAILABLE

*Merchant: Preferred Non-Preferred
AMAZON.COM*PF8I79QU3

Default Rate

Non-Reimbursable

No Receipt

*Exchange Rate: 1.00000000

Base Currency Amount: 58.30 USD

Accounting Details

Chartfields

| Amount | *GL Unit | Monetary Amount | Currency Code | Exchange Rate | Oper Unit | Dept | Fund | Account | Clas |
|--------|----------|-----------------|---------------|---------------|-----------|--------|-------|---------|------|
| 58.30 | USC01 | 58.30 | USD | 1.00000000 | CL008 | 707210 | DR300 | 53009 | 50 |

Total 478.58 USD

Expand All | Collapse All | Add: | My Wallet (1)

| | | | | | |
|------------|----------------|--|------------------|---------|-----------|
| *Date | *Expense Type | *Description | *Payment Type | *Amount | *Currency |
| 04/09/2024 | OTHER SUPPLIES | Description of what was purchased here 216 characters remaining | Prepaid Payments | 58.30 | USD |

| | | | |
|---------------|----------------------|---|------------|
| *Billing Type | AVAILABL | <input type="checkbox"/> Default Rate | 1.00000000 |
| *Merchant | AMAZON.COM*PF8I79QU3 | <input type="checkbox"/> Non-Reimbursable | |
| | | <input type="checkbox"/> No Receipt | |
| | | *Exchange Rate | |
| | | Base Currency Amount | 58.30 USD |

Accounting Details

| Chartfields | | | | | | | | | |
|-------------|----------|-----------------|---------------|---------------|-----------|--------|-------|---------|----|
| Amount | *GL Unit | Monetary Amount | Currency Code | Exchange Rate | Oper Unit | Dept | Fund | Account | Cl |
| 58.30 | USC01 | 58.30 | USD | 1.00000000 | CL008 | 707210 | DR300 | 53009 | 50 |

Save for Later | Summary and Submit

Sarah Cassidy

By:

*Business Purpose

*Report Description

Default Location

Reference

Expenses

Total 478.58 USD

Expand All | Collapse All | Add: My Wallet (1)

| *Date | *Expense Type | *Description | *Payment Type | *Amount | *Currency |
|------------|----------------|--|------------------|---------|-----------|
| 04/09/2024 | OTHER SUPPLIES | Description of what was purchased here 216 characters remaining | Prepaid Payments | 58.30 | USD |

*Billing Type: AVAILABLE

*Merchant: Preferred (selected) Non-Preferred
AMAZON.COM*PF8179QU3

*Exchange Rate: 1.00000000

*Exchange Rate Base Currency Amount: 58.30 USD

Default Rate
 Non-Reimbursable
 No Receipt

javascript:submitAction_win1(document.win1, 'EX_HDR_WRK_ATTACHMENTS_PB');

Expense Report Attachments

Report ID NEXT

Details

| File Name | Description | User | Name | Date/Time Stamp | |
|---------------------------------|--------------------|------|------|-----------------|---|
| Training_Statement.pdf | Statement/Receipts | | | | - |
| FY24__Tolliver_Fd_Ltr.pdf | Food Memo | | | | - |
| Capstone_Cantina_Attendance.pdf | Attendance | | | | - |

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OK Cancel

Sarah Cassidy

By:

*Business Purpose Program

*Report Description April-24

Reference

Expenses

Expand All | Collapse All

Add:

*Date 04/09/2024

*Expenses OTHER

*Billing Type AVAILABLE

*Merchant Preferred Non-Preferred

AMAZON.COM*PF8I79QU3

Non-Reimbursable No Receipt

1.00000000

*Exchange Rate Base Currency Amount

58.30 USD

[Save for Later](#) | [Summary and Submit](#)

Sarah Cassidy

By:

*Business Purpose

*Report Description

Reference

Default Location

[Attachments \(3\)](#)

Actions

Expenses

Total 478.58 USD

Expand All | Collapse All | Add: | [My Wallet \(1\)](#)

| *Date | *Expense Type | *Description | *Payment Type | *Amount | *Currency |
|---|----------------|---|------------------|---|-----------|
| 04/09/2024 | OTHER SUPPLIES | Description of what was purchased here 216 characters remaining | Prepaid Payments | 58.30 | USD |
| *Billing Type <input type="text" value="AVAILABLE"/> | | <input type="checkbox"/> Default Rate <input type="checkbox"/> Non-Reimbursable <input type="checkbox"/> No Receipt | | <input type="text" value="1.00000000"/> | |
| *Merchant <input type="radio"/> Preferred <input checked="" type="radio"/> Non-Preferred <input type="text" value="AMAZON.COM*PF8I79QU3"/> | | *Exchange Rate Base Currency Amount | | 58.30 | USD |

Save for Later | Summary and Submit

Sarah Cassidy

By:

*Business Purpose

*Report Description

Reference

Report 3000187599 Pending

Default Location

[Attachments \(3\)](#)

Actions

Expenses

Total 478.58 USD

Expand All | Collapse All | Add: | My Wallet (1)

| *Date | *Expense Type | *Description | *Payment Type | *Amount | *Currency |
|------------|----------------|--|------------------|---------|-----------|
| 04/09/2024 | OTHER SUPPLIES | Description of what was purchased here 216 characters remaining | Prepaid Payments | 58.30 | USD |

*Billing Type

*Merchant

Default Rate
 Non-Reimbursable
 No Receipt

*Exchange Rate 1.00000000

Base Currency Amount 58.30 USD

[Save for Later](#) | [Summary and Submit](#)

Sarah Cassidy

By:

***Business Purpose**

***Report Description**

Reference

Report 3000187599 Pending

Default Location

[Attachments \(3\)](#)

Actions

Expenses

Total 478.58 USD

Expand All | Collapse All Add: [My Wallet \(1\)](#)

| *Date | *Expense Type | *Description | *Payment Type | *Amount | *Currency |
|------------|----------------|--|------------------|---------|-----------|
| 04/09/2024 | OTHER SUPPLIES | Description of what was purchased here 216 characters remaining | Prepaid Payments | 58.30 | USD |

Default Rate
 Non-Reimbursable
 No Receipt

***Billing Type**

***Merchant**

***Exchange Rate**

Base Currency Amount 58.30 USD

[Save for Later](#) | [Expense Details](#)

Sarah Cassidy Actions

*Business Purpose

*Description

Reference

Report 3000187599 Pending

Totals

[View Printable Version](#)

[View Analytics](#)

[Notes](#)

[Attachments \(3\)](#)

| | | | | | |
|-----------------------------|------------|---------------------------|------------|------------------|----------|
| Employee Expenses (5 Lines) | 478.58 USD | Non-Reimbursable Expenses | 0.00 USD | Employee Credits | 0.00 USD |
| Cash Advances Applied | 0.00 USD | Prepaid Expenses | 478.58 USD | Supplier Credits | 0.00 USD |

Amount Due to Employee 0.00 USD

Amount Due to Supplier 0.00 USD

By checking this box, I certify the Program Expense Card transactions included on this expense report are accurate and supported by appropriate backup and justification as incurred on official business of the University. I also certify the transactions comply with Program Expense Card policies and procedures including reconciliation to the card statement.

Approval History

Save for Later | Expense Details

Sarah Cassidy

Business Purpose: Program Card

Description: April-24'-Program Expense Card

Reference: [Search]

Actions: [Dropdown] [GO]

Report: 3000187599 Pending

Totals View Printable Version View Analytics Notes Attachments (3)

| | | | | | |
|-----------------------------|------------|---------------------------|------------|------------------|----------|
| Employee Expenses (5 Lines) | 478.58 USD | Non-Reimbursable Expenses | 0.00 USD | Employee Credits | 0.00 USD |
| Cash Advances Applied | 0.00 USD | Prepaid Expenses | 478.58 USD | Supplier Credits | 0.00 USD |

Amount Due to Employee 0.00 USD Amount Due to Supplier 0.00 USD

By checking this box, I certify the Program Expense Card transactions included on this expense report are accurate and supported by appropriate backup and justification as incurred on official business of the University. I also certify the transactions comply with Program Expense Card policies and procedures including reconciliation to the card statement.

Submit Expense Report

Approval History



Save Changes

Approval History

Expense Report Employee

SHEET_ID=3000182241:Approved View/Hide Comments

Employee Approval

Approved
Daniel Robert Colascione
Employee
05/08/24 - 12:06 PM

Comment History

Expense Report Approval 1

SHEET_ID=3000182241:Approved View/Hide Comments

Level 1 Approval

Approved
Curtis Parker Leake
Department Level 1 Approver
05/08/24 - 12:24 PM

Skipped
Daniel Robert Colascione
Department Level 1 Approver
05/08/24 - 12:06 PM

Comments

Comment History

Expense Report Approval 2

SHEET_ID=3000182241:Approved View/Hide Comments

Level 2 Approval

Approved
Curtis Parker Leake
Department Level 2 Approver
05/08/24 - 12:32 PM

Skipped
Daniel Robert Colascione
Department Level 2 Approver
05/08/24 - 12:24 PM

Comments

Comment History

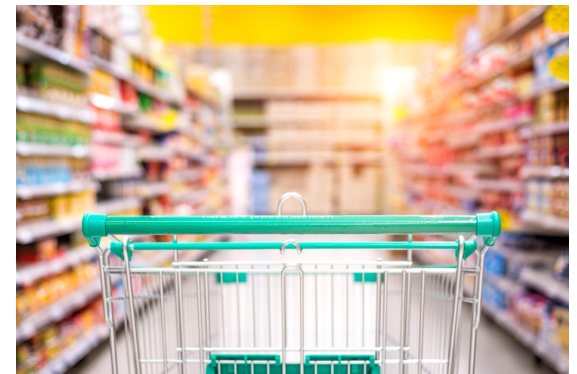
Budget Checking Process

What happens when my Expense Report is sent back?



First, know that errors will occur, and mistakes will be made. You will make them, and they will help you learn what to do. So, do not be frustrated or discouraged when an error occurs.

REPORTS DO GET SENT BACK FOR CORRECTION! Use it for a learning opportunity and reach out to the Procurement Team for help! The rules are not hard to learn - its strictly a matter of familiarity. With time and experience you will learn all the purchasing requirements.



THANK YOU FOR PARTICIPATING IN THIS TRAINING SESSION.

ANY QUESTIONS?



