Travel Card Expense Reporting

Presenters:

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NOTE: We are recording the session for training and improvement. Please put questions in the Chat and they will be addressed at the end of the presentation.

Travel Card Basics

What are the Travel Cards and how do they work?

What are the two types of Travel Cards?

<u>Department Travel Card</u>

The Department Travel Card provides a simple and convenient tool for an administrator to book conference registrations and air fare arrangements for a senior administrator or for student travel. However, the limitation of a Department Travel Card is that it cannot be used to pay for hotel stays.

<u>Individual Travel Card</u>

The Individual *Travel Card* provides a simple and convenient tool for an employee to manage their own travel arrangements – booking conference registrations, air fare, and hotels.

<u>The process is simple:</u>

1. You must have permission to travel. *Obtain your **Travel Authorization*** through the ticketing system.
2. Once you have your *TA number* you can use your card to book registration, hotel, and air fare.
3. Save all receipts for card reconciliation and submit expense report when due.

How do I request a Program or Travel Card?

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

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

Follow this path: Finance > Please select category > Divisional Card Approval

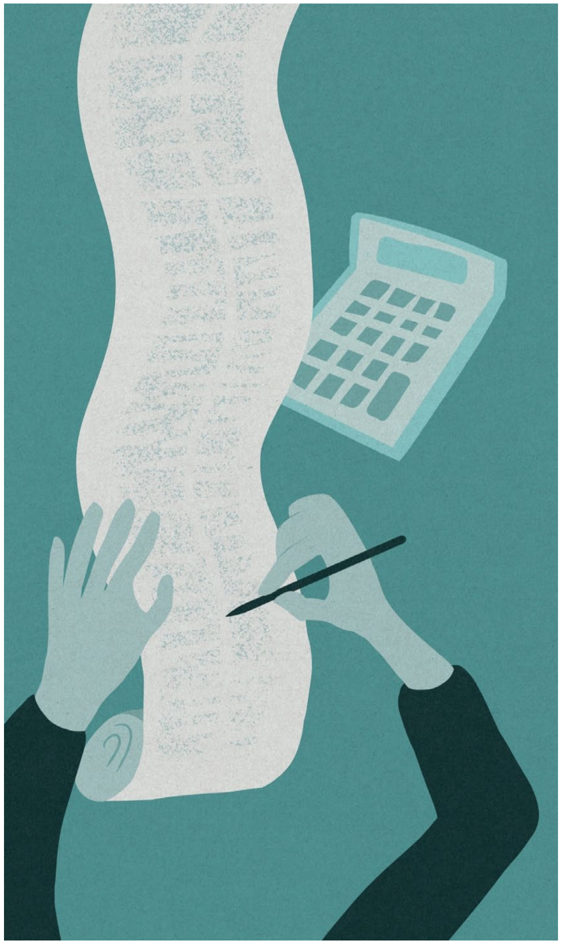
Helpful information fo
“Resources” tab.

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.

What if I need help managing my card?

Your Procurement Team will help!

You will likely need help with the "Expense Report" because it is required by the university to document your purchases.



Travel Cardholder Expense Reports

Going forward Travel Cardholders are now responsible for reporting their travel expenses in PeopleSoft. You are essentially your own liaison.

Each statement period in which the *Travel Cardholder* has incurred travel expenses they will receive a statement from Bank of America detailing their expenses. If you have no transactions, then no expense report is required for that statement period.

The Travel Cardholder will submit their expense report for review by the Controller's Office with their supporting documentation and receipts using PeopleSoft Finance.

The Statement period ends on the 25th of the month and you have 30 days from that time to submit your expense report.

Typically, you should receive a reminder if you've not complied quickly.

To demonstrate - Mary will walk you through the process to submit an expense report.

Expense Reporting for Travel Cards and Program Expense Cards are completed the same way, using the same PeopleSoft tools.

The only difference in reporting is:

- Travel Cards require the cardholder to provide the Travel Authorization Number.
- Travel Cards have a required description format that must be followed.

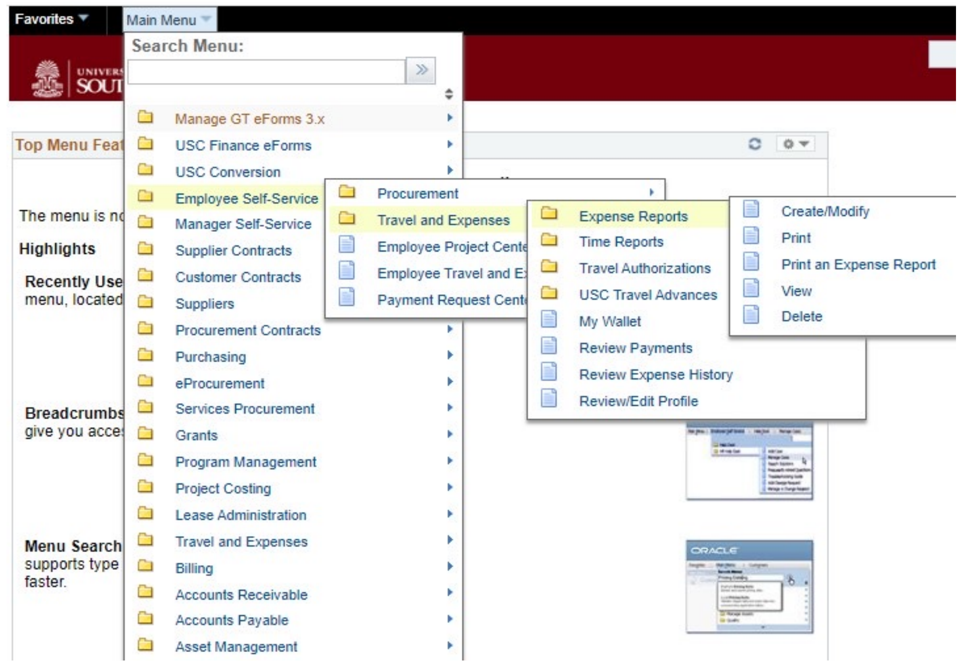
How to complete the PeopleSoft - Expense Report for a Travel Card.

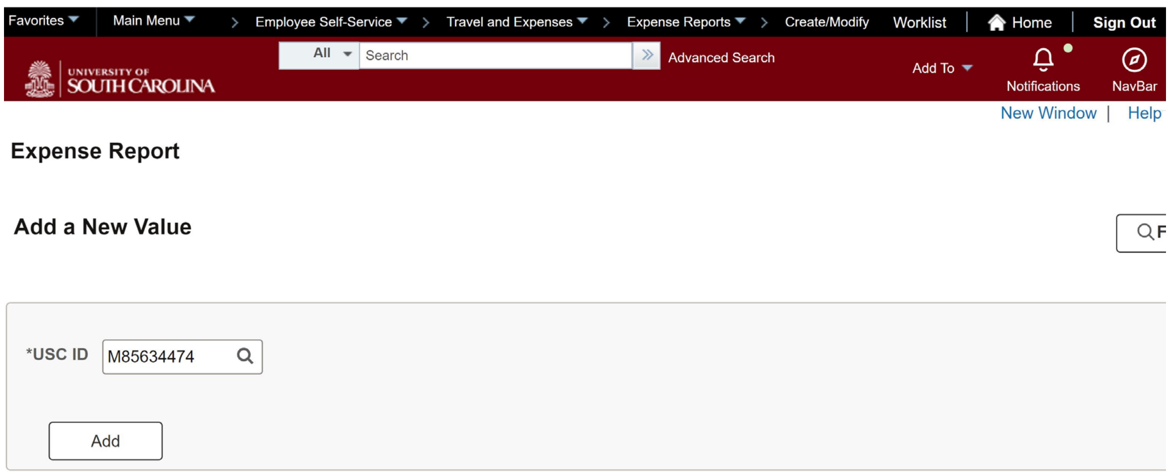
Open PeopleSoft

Select and Open Main Menu

Follow chart path to expense report

Select “Create/Modify”





Verify your USC ID defaults in the search box and select “Add”

- From the Business Purpose drop-down, select type of card that relates to expense report

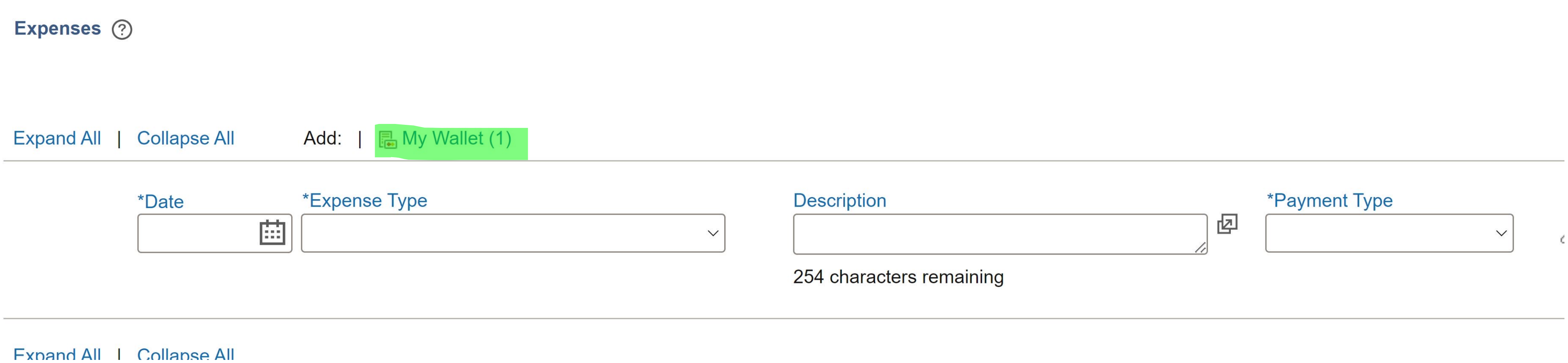
  (Travel, Program Expense, etc…)

- In report description field label your title in a manner by which you can find this report in the future.

  Here we've given the month – year - type of document.

- In the Quick Start field select "Entries from My Wallet" and hit "GO".

There are multiple ways to get to My Wallet. You can also just select the My Wallet Link.



In this scenario there is only 1 transaction however, you will want to select all transactions that fall under the Bank of America Statement date range. This usually begins on the 26th of the previous month and ends on the 25th of the current month; Example: April 26, 2024 – May 25, 2024. Once selected, click done.

Select All | Deselect All

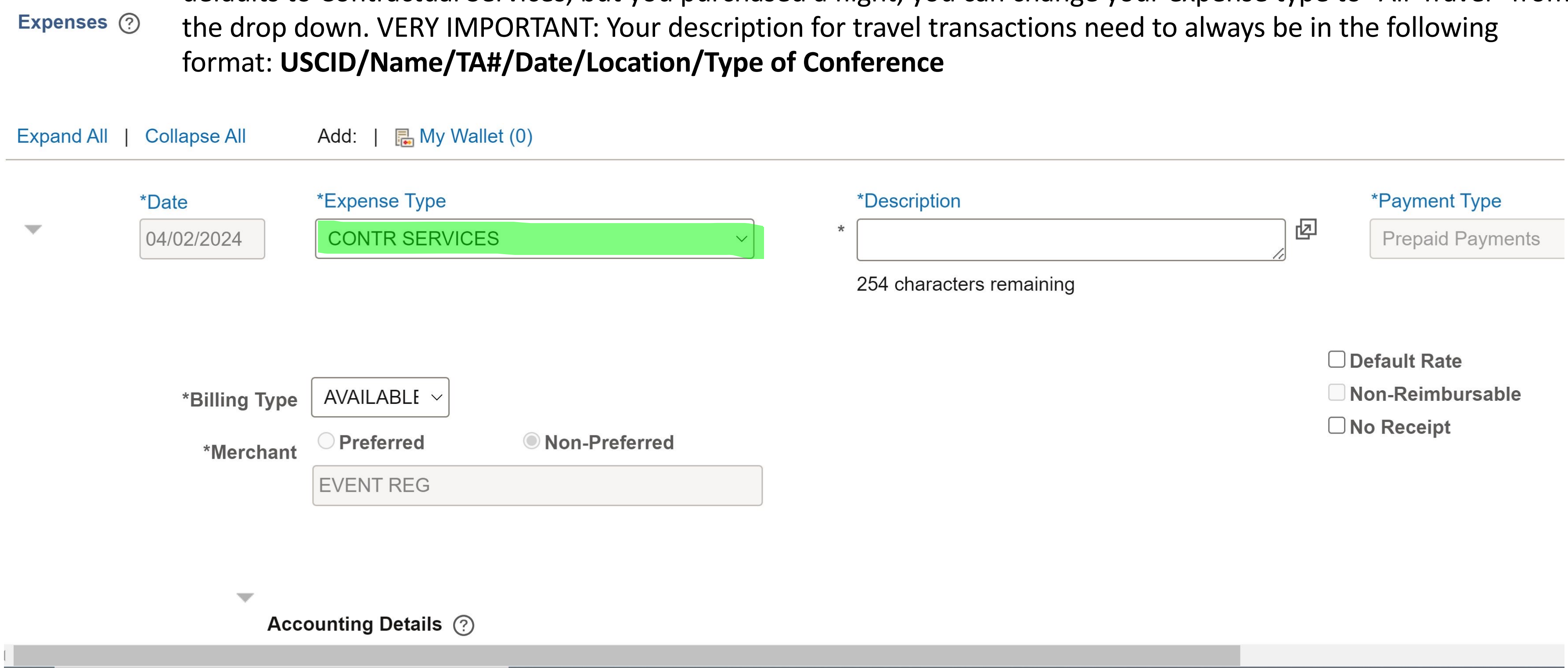
Select items and select if a Personal Expense. Press 'Done' to add them to the expense report.

Unassigned Wallet Entries

Select	Logo	Account Number	Transaction Date	Posting Date	Expense Type
☑		************2646	04/02/2024	04/03/2024	CONTR SERVICES

Done

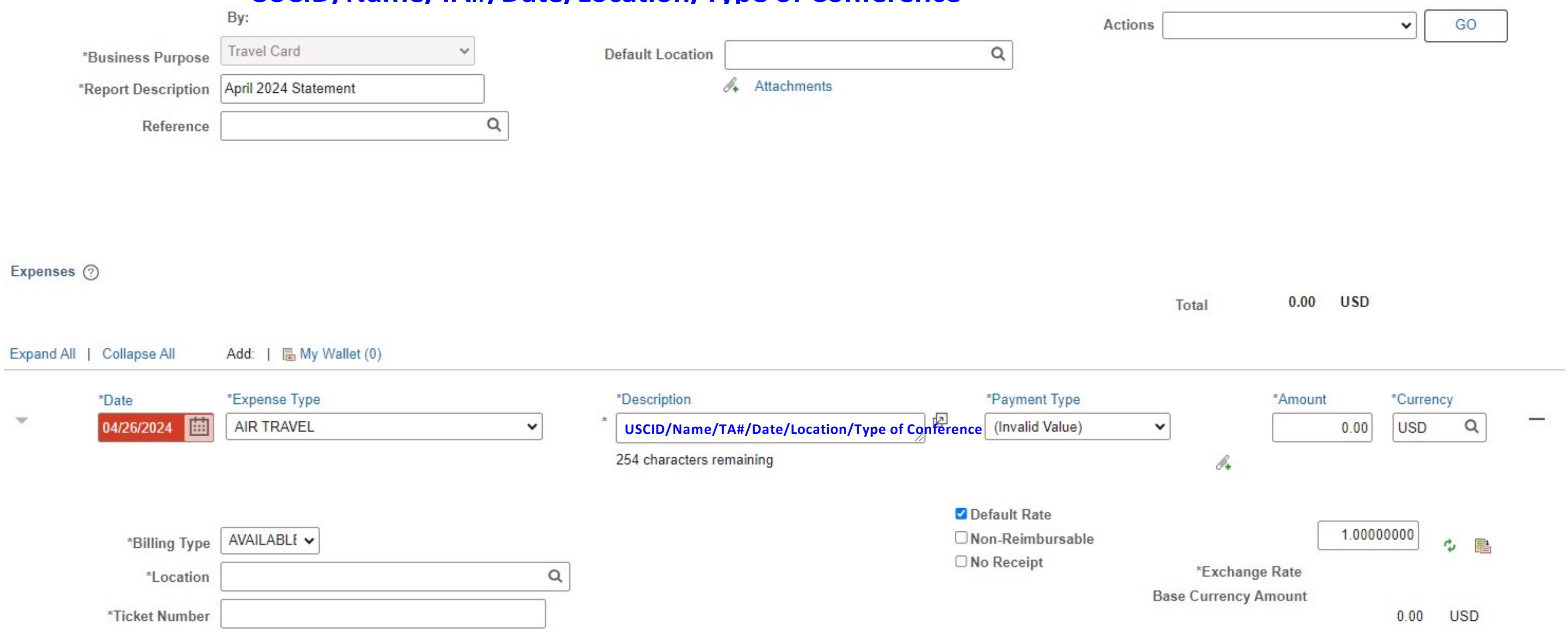
This screen allows you to adjust your expense type and add a description. If for example, your expense type defaults to Contractual Services, but you purchased a flight, you can change your expense type to “Air Travel” from the drop down. VERY IMPORTANT: Your description for travel transactions need to always be in the following format: **USCID/Name/TA#/Date/Location/Type of Conference**



Having selected Air Travel from the dropdown menu it now appears below.

VERY IMPORTANT: Your description for air fare, hotel and registration transactions must always be in the following format:

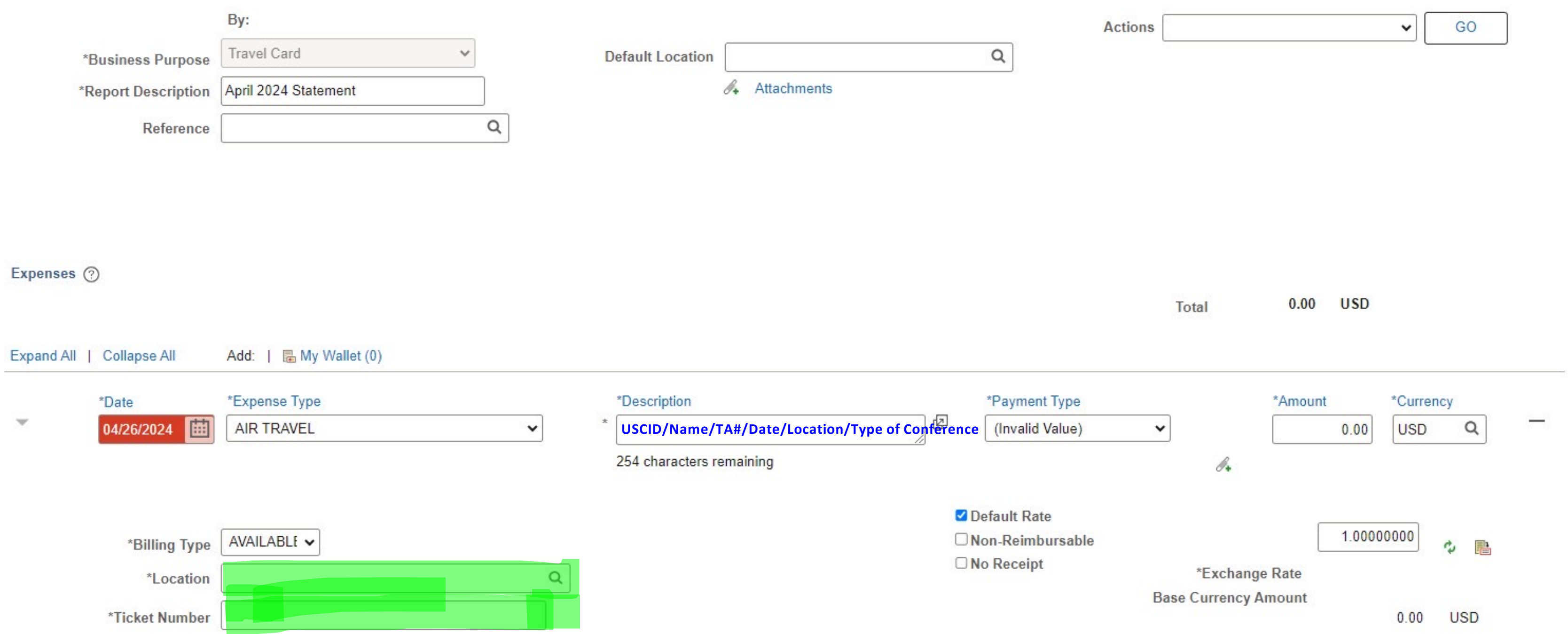
USCID/Name/TA#/Date/Location/Type of Conference



USCID/Name/TA#/Date/Location/Type of Conference

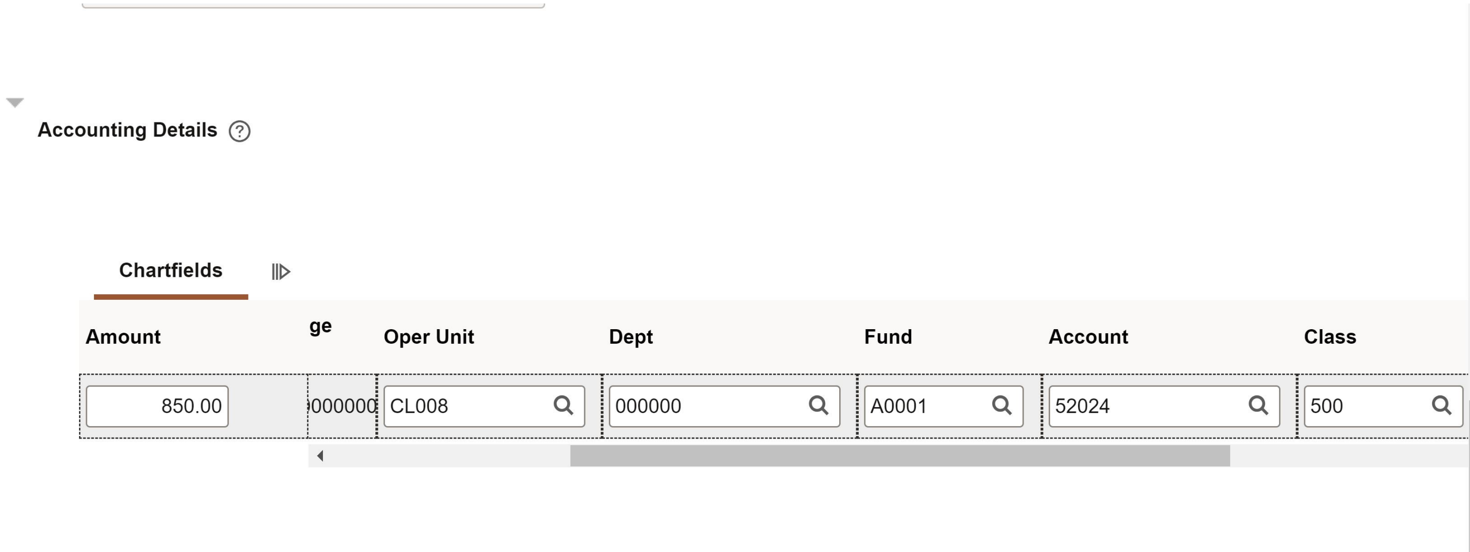
The next steps are to complete the Location and Ticket Number fields.

The location is “out of state,” additionally, a ticket number is always required.

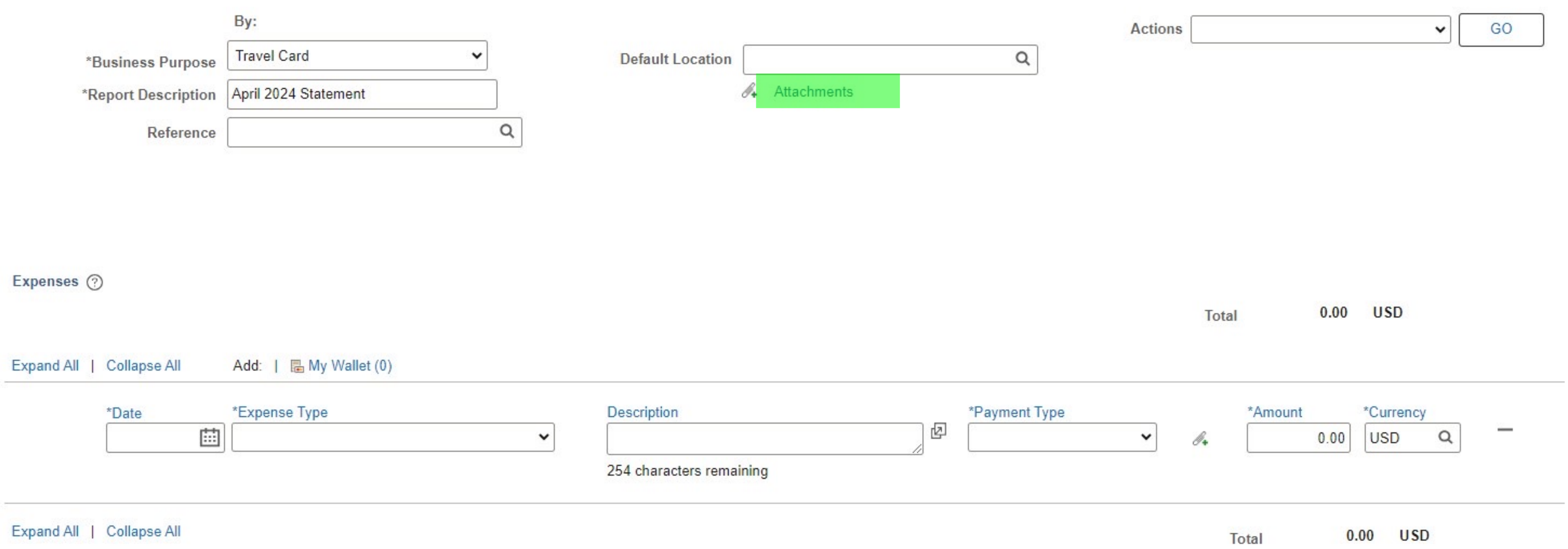


Below the Expense Type and Description fields is where your Accounting Details are.

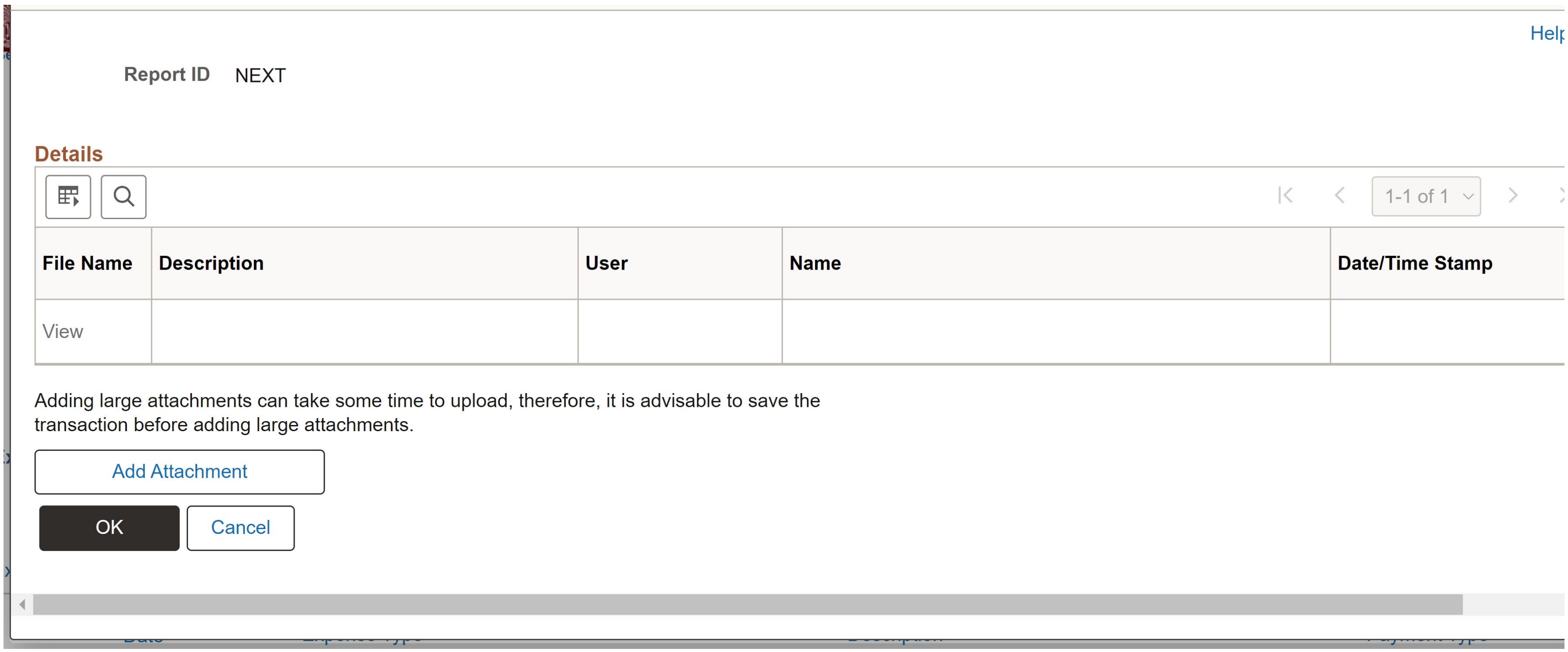
This chart string should default to whichever account you provided when signing up for your respective card.



Once all your chart string is verified for every chart string transaction scroll to the top and select Attachments.

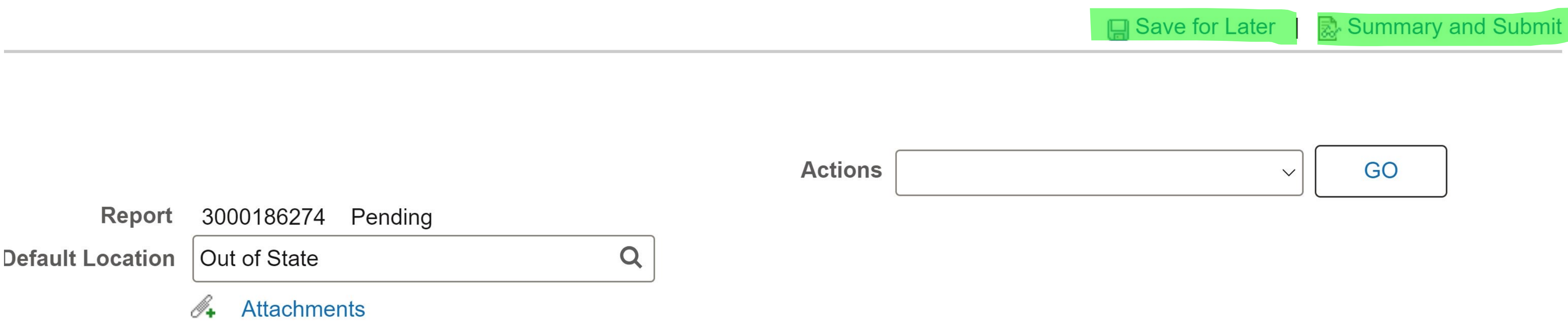


Here is where you would add documents such as: Monthly Statement – Receipts



Once you have attached all documents you will want to click “Save for Later” which generates a report ID that always begins with 3000XXXXXX.

Save this report ID to easily access your expense report in the future. Select “Summary and Submit.”



*Description: April Statement 2024

Reference:

Totals ⓘ — View Printable Version — View Analytics — Notes

Employee Expenses (1 Line)	850.00 USD	Non-Reimbursable Expenses	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	850.00 USD

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

☑ **By checking this box, I certify the expenses submitted are accurate and comply with the University of South Carolina Travel Policy (FINA 1.00). I also certify that the expenses were incurred on official business for the University, and that they have not been (or will not be) reimbursed from any other source. The University reserves the right not to reimburse expenditures without receipts or not defined in University policy.**

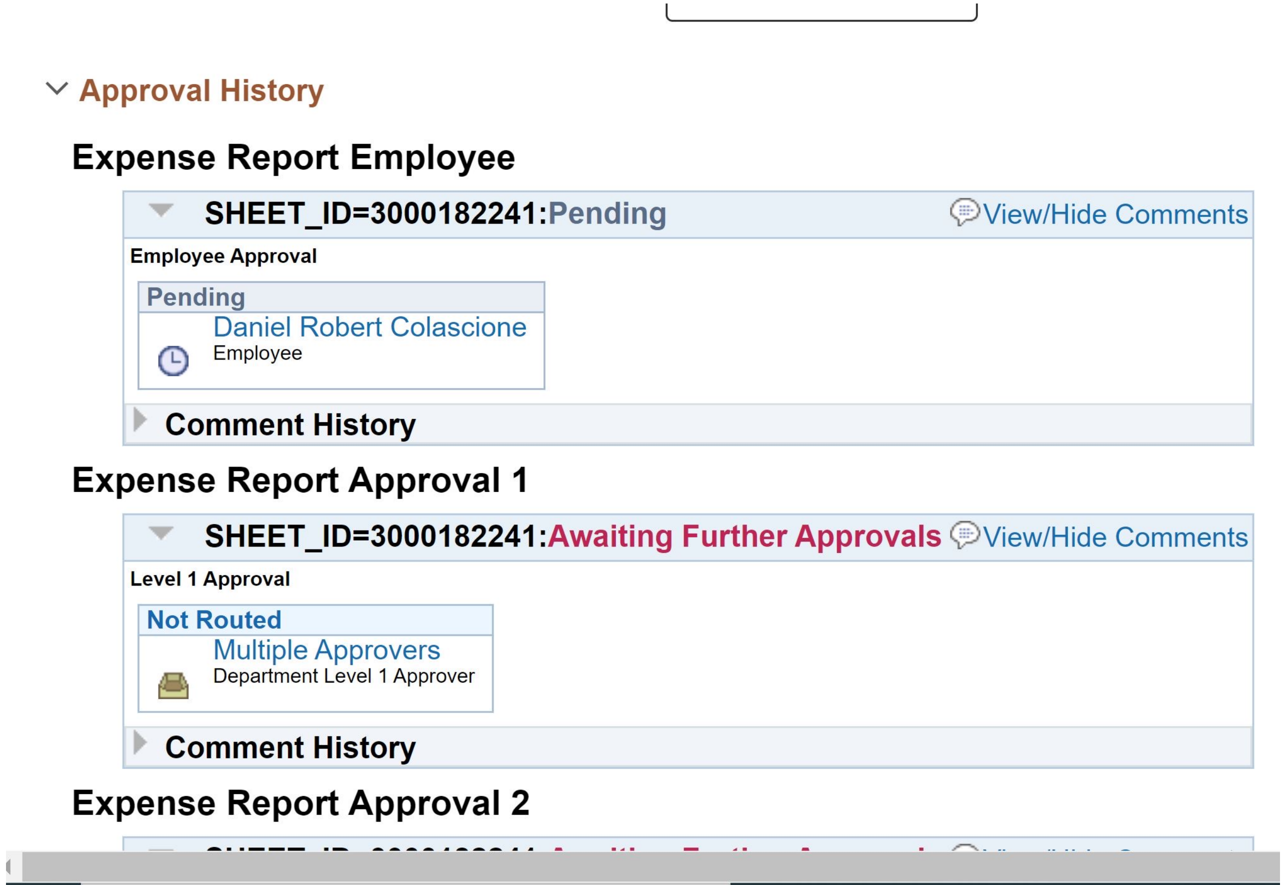
Submit Expense Report

> Approval History

After selecting “Summary and Submit” you will want to check the box clarifying what you are submitting is accurate. Last step, select “Submit expense Report.”

When you have submitted your report, it will be routed to your supervisor (Approver 1)

After their approval, it will be routed to the Department AVP (Approver 2)



What happens when my Expense Report is sent back due to unauthorized purchases?

The Controller's Office rejects a report for two reasons:

1. They must ensure that the report is factually correct and does not have unauthorized purchases. They are required to validate these reports for university and state auditors.
2. They want you to remind you of the purchasing requirements and help you learn the appropriate steps to take when making purchases.

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?