



P-Card & Travel Card April 2019 Newsletter



To determine the approval steps in **Chrome River**, click on the Tracking button to display who the report or transaction on the report is currently assigned to.

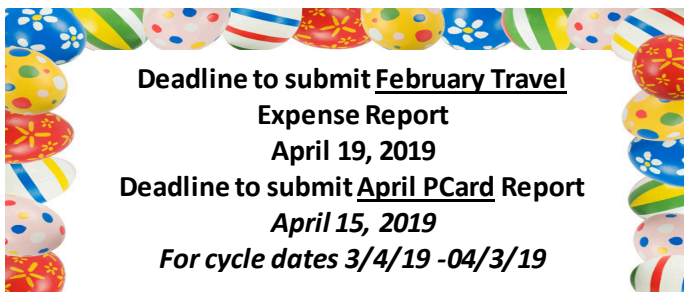
- The **Gatekeeper** keeps the report together and allows all expenses funded on local, grant, and state, to be exported and posted in **Banner** at the same time.
- It also allows **PCard and Travel** the ability to return the report for corrections if requested or required, before the Expense Report exports into **Banner**.
- This workflow reduces the number of requests by departments to the Controller's office for code corrections.
- The **Routing Steps** are also displayed under tracking. Clicking on each step will display who the report is assigned to in the routing process, the assigned date, step status, completed date and how the approval was completed.

Travel

- All Travel Expense Reports should have a **Business Purpose** providing enough detail for an auditor to determine what took place on the business travel.
- Review **travel encumbrances** in **Banner** (FGIENCD) to ensure all funds have been liquidated. **Banner Document number** takes the last 7-digits of the **Chrome River Pre-Approval Report ID** number and adds the prefix "C". Example: C1234567 would be the **Banner document number** encumbering funds on **Pre-Approval Report ID 010001234567**.
- **Chrome River Pre-Approvals** show used/expired but that status does not always reflect the same in **Banner**. The **release of encumbrance** is related to the type of transaction, travel card vs personal reimbursement. A process is required to **auto-close** the encumbrance, which only is available **when the travel card is used for expenses**.

PCard

- **Aramark** is the **exclusive** food service provider for **Sam Houston State University**. Arrangements for special luncheons, meetings, dinners and catering services should be made through **Aramark Food Services**.
 - **Exemptions** include food and beverages services in the **Johnson Coliseum, Bowers Stadium, Baseball/Softball Complex, CJ's on Concourse, Gibbs Ranch, Walker Education Center, LEMIT Building** or locations away from the main University campus in **Huntsville**.
- When paying for food/beverages/services with **Aramark**, if **Aramark** breaks down the invoice, each item must be coded appropriately: **Food 731500; Linens/China 740600 (rental); Attendant 729900** (Attendant fee is a service and cannot be over \$500; if over \$500, the department must use a **Banner Requisition**).
- **Food/Beverage** items cannot be purchased using **State funds**, except for **CMIT and LEMIT** who have legislative permission for food purchase.
 - **Food & Beverage** items purchased for lab use should be coded **730000 NOT 731500**. Depts. should advise on their **PCard Report** that the item(s) purchased are "Not for human consumption- Lab use Only."



**Deadline to submit February Travel
Expense Report**

April 19, 2019

Deadline to submit April PCard Report

April 15, 2019

For cycle dates 3/4/19 -04/3/19

Contact Information

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