



P-Card & Travel Card

February 2019 Newsletter



WE HAVE MOVED! Our offices are located at
University Plaza
1 Financial Plaza, Huntsville, TX
Procurement-Suite 330 Disbursements & Travel -Suite 350

- New [Travel Procedures](#) and [Policies](#) as well as new [Travel Cost Comparison](#) and [Travel Exception Forms](#) are available on the Travel site.
- **P-Card Training** is no longer available as an online course in Talent Management and is no longer an annual requirement. New delegates and/or new users are required to take P-Card Instructor Led Training prior to use of the departmental P-Card.
- **Registration** for P-Card Training for new delegates and/or new users and Travel Reimbursement Training is now available through Talent Management.
- Do not use *“Quotation Marks”* on expense reports. Using quotation marks will cause the expense report to fail when feeding to Banner.
- To recombine and restore a **receipt** to its original single image when split into multiple pages, click on the receipt image and select the uncrop icon

Travel

- All **State Funded** travel is required to use **Hotel Engine** for the booking of lodging expenses. Contact our Travel office for additional information and setup.
- [Missing Receipt/Documentation/Problem Resolution Form](#) is **REQUIRED** in the event a missing receipt cannot be obtained from a merchant.
- When **Location** and **Expense Tiles** are chosen incorrectly on **expense reports**, the wrong FOAP is expensed. Emails will be sent to departments to have corrected.
- Per policy, **FO-TR-12, Blanket** travel will not be accepted. If applicable, pre-approval and expense reports should be submitted for each travel event.
- When lodging is shared, the expense report must include the names of the travelers with whom expenses were shared.

P-Card

- The P-Card is not intended to avoid or bypass appropriate purchasing procedures. Completing a **Purchase Order** is recommended, when applicable, prior to use of the P-Card.
- When using the **Itemize** tile for P-Card ONLY, use a generic description for **Business Purpose** e.g. P-Card Expense. The Business Purpose will display on transactions throughout the report.
- All Business Meals and Student Meals **REQUIRE** a list of attendees to be attached to or listed on the expense.
- International transaction attempts will automatically decline due to a **Country Block** on the P-Card. Contact the P-Card office for assistance with international purchases.
- The FO-19 must include the following per SHSU and TSUS policy:
 - The Direct Purpose and Specific Limitation fields (should never be blank).
 - The appropriate approver’s signature (**REQUIRED** on the form, otherwise the form is not valid and the purchase is not considered approved).

Deadline to submit December Travel Expense Report

Feb. 19, 2019

Deadline to submit February P-Card Report

Feb. 15, 2019

For cycle dates 1/4/19 -02/3/19

Contact Information

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