



P-Card & Travel Card

May 2019 Newsletter



- Departments can **modify** an expense report in Chrome River up until the point of submission.
 - The reconciler would need to submit the report and click the recall button to recall the report and place it in **Draft mode** to make revisions or modifications.
 - When modifying the report, no matter what the change, the document will go back through the approval process.
 - This is to alleviate any issues with dollar amounts, dates, locations being changed without authorization from the appropriate approvers.
- **Hobby Lobby Tax Exempt Cards** are available for pick-up at the Procurement & Business Services Office. These cards can be presented at Hobby Lobby in place of the tax exempt form to claim the tax exempt status when making purchases. Only one card issued per department.
- Information concerning **Year End Deadlines** for P-Card and Travel is now available on the Controllers website at <https://www.shsu.edu/dept/controller/year-end-deadlines.html>

Travel

- Attach **Conference Room Rate documentation** to an Expense Report. If not provided then report will be returned to user for correction and only allowable lodging rate can be claimed.
- Review Banner **FGIENC D** for **Encumbrances information**. You must first submit the Expense Report and allow time for approvals; make sure the reimbursement has posted to Banner, before requesting to close remaining balance on encumbrance.
- All travel paid for by SHSU should be booked through the Concur Booking Tool with the SHSU travel partner, Corporate Travel Planner (CTP). Per policy FO-TR-01

P-Card

- When completing the **Description Field** for a transaction in Chrome River, please provide enough details in this area regarding what the item(s) purchased are and what they were used for.
- P-Card information should not be listed on the vendor's site or maintained by vendor for automatic authorization. In doing so, it increases the liability of potential fraudulent charges against SHSU.
- The **Missing Receipt/Documentation/Problem Resolution Form** is **REQUIRED** to document a **credit refund**, taxes charged, tip overage, price discrepancy or to document any issues with the merchant.

**Deadline to submit March Travel Expense Report
May 19, 2019**

**Deadline to submit May P-Card Report
May 15, 2019
For cycle dates 4/4/19 -05/3/19**



Contact Information

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