P-Card & Travel Card

November 2018 Newsletter

- A New Card Order Form is available online to allow departments to request an order for a new P-Card or Travel Card.
- Departments can now register for Travel Reimbursements/Expense Reports Training through Talent Management.
- Missing Receipt/Documentation/Problem Resolution Form is available online for use with P-Card and Travel Card expenses in the event a missing receipt cannot be obtained from a merchant or to document a credit refund, taxes charged, tip overage, etc.
- Traveler Set Up Request Form/Chrome River Only – to be utilized for guest/ prospective employee/student travelers only.
- Attachments in Chrome River should ONLY be attached per line item per expense tile. Multiple receipts as one PDF utilizes too much storage and makes it difficult to audit the expense reports.

Travel

- When traveling at **No Cost** to SHSU, pre-approvals need to be for $0.00 as a line item on report, and the box checked for **No Cost To SHSU**. Encumbrances in the amount of $.50 are no longer required, as they were in Banner. If $.50 encumbrances exist for your department, email travel@shsu.edu to close them.
- When requesting encumbrances to be closed, wait **3** business days from the time the expense reports exported into Banner.
- Verify in Banner the expense report has completed and posted before emailing the request to close the encumbrance.
- When **personal days** are included in travel, a **cost comparison** must be done at the time of booking the airfare travel. Comparing the actual business approved travel dates and the travel dates with the personal days included.
- Do not purchase **fuel** using the travel card for a personal vehicle unless a **cost comparison** is done to compare the cost of fuel to mileage reimbursement. You may only claim reimbursement for the lower cost.

P-Card

- 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).
- Delegates may begin reconciling P-Card expenses in Chrome River on the **6th** of the month. Citi can still post expenses for the cycle through the 6th so **DO NOT** submit reports before the 6th of the month.
- When using the **Itemize Tile** in Chrome River for P-Card expenses, use a generic description in the Business Purpose field such as "P-Card Expense Report". Input details of the transaction in the description field for the itemized amount.

Deadline to submit September Travel Expense Report
Nov. 19, 2018
Deadline to submit November P-Card Report
Nov. 15, 2018
for cycle dates 10/4/18 -11/3/18

Contact Information
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