P-Card & Travel Card

December 2018 Newsletter

Tips to Avoid Fraud During the Holidays!

* Monitor card transactions daily through Chrome River to identify any unrecognizable transactions.
* Use websites of established retailers and type the web address directly into your browser or use a trusted search engine when searching for a merchant's website.
* Never leave the card unattended at work. Although most regard the workplace as a safe environment, theft can also occur at work.
* Be very careful when sharing the card information. Do not provide the card number to a merchant over the phone unless you initiate the call and know the merchant is reputable.
* When in public, shield the card number so that others can't copy or capture it on a cell phone camera.
* When disposing of documents that display the card number, shred the document or mark out the number so that it is no longer visible.

Report fraudulent activity to the P-Card or Travel Card administrators and to:
UPD 936-294-1800   WEX 877-557-6415 (Travel Card)   CITI 800-248-4558 (P-Card)

Travel

* If Airfare is purchased on **Ghost Card**, then do **NOT** include Ghost Card (2432) transactions on your pre-approvals or expense reports. The receipts may be attached separately, utilizing the paperclip icon for attachments, not specific to a tile, for documentation purposes only. A dollar amount should **not** be in **Pay Me** column for ghost card.
* If the incorrect tile is assigned to a charge in your e-wallet, correct it before submission of the expense report. *Example: Baggage should not be listed under Airline.*
* Only submit expense reports for the approved and allowed amounts.
* Staff/faculty traveling with students should mark their travel expense report as Student Travel. This doesn't include athletics.

P-Card

* After an expense report is approved, account code errors can only be corrected by submitting a request to the Controller's Office **after the 20ᵗʰ** of the month and including the full incorrect FOAP and the full correct FOAP so a Journal Voucher entry can be processed.
* SHSU is tax exempt. Taxes should **NOT** be charged on an expense. Contact the vendor immediately to request a refund on taxes.
* **Receipts** are needed for all transactions. A refund or credit is a transaction so a receipt is required!!!
* Missing Receipt/Documentation/Problem Resolution Form is **REQUIRED** in the event a missing receipt cannot be obtained from a merchant or to document a credit refund, taxes charged, tip overage, etc.

Deadline to submit October Travel Expense Report
Dec. 19, 2018
Deadline to submit December P-Card Report
Dec. 15, 2018
for cycle dates 11/4/18 -12/3/18

Happy Holidays

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