

**April 10, 2014**

**Issue 2**

### **YSU Travel Cards**

If you have a YSU Travel Card, the travel card charges will come in automatically to your travel platform. Charges must be applied to an Expense Report and submitted and approved to be reconciled and charged to your budget in Banner. You must attach a receipt for all credit card charges regardless of amount.

**Important** – All travel card charges come in with a payment type of JPMorgan. You must not itemize any portion of a travel card charge to non-reimbursable/personal. If you need to repay the University for any portion of the charge, you must take the repayment to Student Accounts and University Receivable's (SAUR). You will use the regular deposit slip (on SAUR website) and the FOAP on the deposit slip will be the FOAP that the charge expense will be allocated to. For instance, the travel charge on your Expense report will be allocated to 111000-120611-701306-63, use that FOAP on the deposit slip. On the Expense Report, you will reconcile the full amount of the charge to the FOAP and attach a copy of the deposit slip as proof that a portion of the charge was repaid to YSU before you submit your Expense Report.

### **Repayment of Advances**

If you receive an advance for a group trip and do not use all of the funds and need to repay a portion of the advance, you will make a payment at SAUR and use the Deposit slip on the Travel Services website (Athletics will use the Athletic Ticket Office). When you receive an advance a University Receivable is set-up in your name (you owe the University an accountability of this money). This deposit slip is hard-coded with the correct account for the repayment and when the Expense Report and the deposit are posted will reduce your obligation down to zero. On your Expense Report you will chose the Cash Advance Return Expense type under New Expense categories and enter the amount that you will repay to SAUR. This will reconcile the advance on your Expense Report down to \$0.

### **Advances for Registration Fees**

If you receive an advance for a conference registration fee, be sure to include the cost of the registration fee on the Request and attach the registration form showing the cost of the registration. Also, you will need to include the cost of the registration and attach a final receipt to the Expense Report. For more information on Advances, see the Travel Guidelines.

### **Submitted Reports**

Once a Request is submitted, you can click back on the name of the report to open it and view your request, segments, expense summary, cash advance request, any attachments, print out a report or Cancel Request.

After the trip is completed and the final Expense Report is submitted, you can click on it to Close/Inactivate the Request. It will then disappear off of your front Request tab. You can always find it by clicking View Requests and under the View drop-down choosing Closed/Inactivated Requests as well as many other options.

Once an Expense Report is submitted, you can click on the name of the report to open it. Up until the payment status is sent for payment, you can Recall the report by clicking on the Recall button. This brings the Expense Report back to your queue and you can attach a receipt, add an expense, or make any corrections. You will also see the Report Summary in the right-hand column next to the Expenses with the Amount Due Employee, your original Request, and any Cash Advances that were applied to the report.

### **QUESTIONS?**

Email us at [travelservices@ysu.edu](mailto:travelservices@ysu.edu) for answers!