

## Memo from the Tulane University Controller's Office

To: Corporate Card Holders and Applicants

From: Doug Harrell, Vice President for Finance and Controller



To: Corporate Card Holders and Applicants

Date: July 27, 2007

Re: Reporting your Corporate Card Expenditure

I wanted to take a few moments to advise you as to the reconciliation process for Corporate Card expenditures.

1. We're using J.P. Morgan Chase tools similar to the PCARD so you can see and **approve your transactions for payment on line.**
2. We will pay the bills without seeing your documents as long as you and your supervisor approve your online transactions.
3. Initially, your expenditures will be defaulted to a travel advance subcode on your departmental account. You will clear these expenditures as you would a travel advance by turning in your expense reports and receipts. **You do not get to retain original receipts at the department level.**
  - a. In some cases you may have expenses on one cycle (say March) that you will not report until later (say April). Airfare and hotel advance payments come to mind.
  - b. You are not allowed to charge personal expenses to the card. If some incidental expenses on your hotel bill are so charged, the procedure is to turn in a check payable to Tulane with your expense report.
4. We still need your expense reports and receipts but we're giving you up to 45 days to turn these in.
  - a. Cycles end on the 15<sup>th</sup> of the month, you have until the 30<sup>th</sup> of the following month to turn in your expense reports.
  - b. The workflow will be the same as other Payment Requests.
  - c. **Remember, your supervisor must approve your travel and entertainment reports. You cannot approve your own reports.**
5. A template to support expense reporting will be filed online at the Accounts Payable forms site (<http://www.tulane.edu/~tams/forms/forms/apforms.htm>).
  - a. I have attached a completed form as an example.
  - b. We left the report as an Excel template so you could tailor it to your needs.
    - i. Eliminate Columns, add rows, etc.
  - c. We will allow you to bypass the voucher form by placing your codes on this form.
  - d. The form includes reminders and I've color coded related cells.

In summary, you still have to report your expenditures and turn in your forms. We're making payment easier by paying your expenses directly and before we review your expenses. If you fail to turn in your reports, you risk card cancellation and back you'll go to the reimbursement track.

Please call me at 314.2836 or send me a note at [fharrel@tulane.edu](mailto:fharrel@tulane.edu) if you have any questions.

Travel and Entertainment Itemization worksheet that supports USE OF THE TULANE CORPORATE CARD

Cardholder Doug Harrell  
 Department Controller's Office  
 For Card Closing Cycle Ended 15-May-07

Color code: Advance from Prior Cycles  
Amount Not on Corporate Card  
Amount Owed by Cardholder

Description of Trip: Spring 2007 Controller's Conference in Las Vegas

Month	Day	Miles via Personal Auto	Cost at 48.5 per mile	Taxi or Other Local Transportation	Lodging or Per Diem Lodging	Breakfast	Lunch	Dinner	Total Transportation, Meals & Lodging Expenses on Corporate Card	Total Transportation, Meals & Lodging Expenses NOT on Corporate Card	Entertainment, Meeting and Other Expense descriptions	Total Other Expenses Corporate Card	Total Other Expenses NOT on Corporate Card	Total All Expenses	Comments
3	21										Advance airfare/hotel from prior cycles used in this cycle =>	540.00		540.00	Prior cycle
5	1	10	4.85	10.00	100.00		10.00	20.00	120.00	24.85	tips/internet kiosk	5.00	3.00	152.85	
5	2		-		100.00	7.00			107.00		movie in room on hotel bill	10.00		117.00	
5	3	10	4.85	10.00						14.85	tips		3.00	17.85	
5	19		-				25.00		25.00					25.00	
			-											-	
			-											-	
			-											-	
			-											-	
Total			9.70	20.00	200.00	7.00	35.00	20.00	252.00	39.70	Subtotalled expenses	15.00	6.00	312.70	
Employee Refund to Tulane														(10.00)	My check attached
Total Expenses for the cycle														842.70	

Expense Justification

trip, scheduled roundtable discussions with controllers from 10 universities

5/19 lunch with Tony Lorino (Tulane's CFO) to discuss bond financing

Highlights to communicate:

We will pay your charge card bill without receiving your expense report. You must review the charges online as we do now for PCARDS but you don't recode them. You must prepare a T&E report (as you do now) and forward the report and receipts to your supervisor, and to accounts payable.

Personal charges are not generally not allowed. Exceptions can be made for incidental personal items found on a hotel bill. The procedure is to turn in your check with the expense report for incidental personal items on your hotel bill and thus on the card. Incidental out of pocket costs can be handled just like the existing practices. You can turn in separate request if needed to keep it clear.

A department account will be used to clear charges. Such account will hold advance payments until you apply them by way of completing this report each cycle..

When you turn in your report, you will code University expenses as per normal practice, the department clearing account will be credited.

How expenses were paid

	Amount
This cycle on the card	257.00
Employee out of pocket	45.70
Clear advance from prior cycles	540.00
Total expenses to account for this cycle	842.70

Accounting codes

	Account	Nat. Acct	Amount
Local transportation	221013	7532	29.70
Airfare to LV	221013	7532	540.00
Lodging	221013	7536	200.00
Meals	221013	7536	62.00
Other	221013	7851	11.00
Subtotal			842.70

Value of this check request (sum of yellow blocks above)

45.70

Natural Account #s for easy reference:

7531 Local transportation	753B Rental Car Expense Enterprise
7532 Domestic transport	753C Rental Car Expense Other
7533 Domestic trans unallowable	7541 Recruitment Expenses
7534 Foreign Transportation	7542 Visiting Professionals Expenses
7535 Foreign Trans Unallow	7521 Entertainment expensez
7536 Domestic Room/Meal/Other	7532 Meeting expenses
7537 Domestic Room/Meal/Other unallowable	7851 Other expenses
7538 Foreign Room/Meal/Other	
7539 Foreign Rm/Meal/Other Unallowable	
753A Conference Registration Fees	

Note about accounting codes: The following default natural accts have been created: 753E will hold department card charges until you move them and 753F will hold individual cardholder charges until you move them by way of submitting this report.

Approvals block:

	Date
Requested by: _____	Department _____
Approved by: _____	Department _____
Approved by: _____	Financial Services or Research Administration