

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 15th of the month, you have until the 30th 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 fharell@tulane.edu if you have any questions.

