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Next Steps

Within a day or two of completing this course, you should have access to Travel Card (TCard) transactions for which you are a Verifier in the Expense Requests system. You will then be able to include those TCard transactions in expense reports.

Gateway to Financial Activities (Fingate) Website

The Gateway to Financial Activities is Stanford's one-stop website for information and resources about financial policies and procedures. It provides systems news, access, training, reports, status, and contacts. There are sections specifically designed for the needs of staff, faculty, students/parents, and Suppliers. If you are unfamiliar with this website, bookmark it in your browser now!
http://fingate.stanford.edu/index.html

TCard Policy

Visit the following websites to read more about Travel Card policy.

Topic	Link
Stanford Travel Card Policy - Personal Charges - Disputed Charges	http://fingate.stanford.edu/docs/travel_card_policy_stanford.pdf
Fingate Travel Site - Stanford Travel Cards - Travel Card Eligibility and Applications	http://fingate.stanford.edu/staff/travel/index.html

Step-by-Step Instructions

The Expense Requests > How-To… section of the Fingate website includes guidelines and step-by-step instructions for the tasks involving TCard transactions and the Expense Requests system.

If you want to:	Go to this section of the Fingate How-To web page:
View and organize Travel Card (TCard) transactions - Add Preparer Notes - Manage Expense End Date	*Manage Travel Card (TCard) Charges* + View and Organize Outstanding Travel Card Charges • Step 1 – Launch Expense Requests • Step 2 – Access Outstanding TCard Charges • Step 3 – Manage Expense End Date • Step 4 – Enter Preparer Notes • Step 5 – Export and Print Outstanding Charges
Search and View TCard Transaction History	*Manage Travel Card (TCard) Charges* + View TCard History • Step 1 – Access Expense Requests • Step 2 – Search for Specific TCard Transaction • Step 3 – Sort, Export and Print Search Results of TCard Transaction
Create an Expense Report with TCard Transactions - Select TCard transactions - Itemize Expenses (and partially personal TCard charges)	*Expense Report* + Create New Expense Report for an SU Payee (Faculty, Staff, or Student) • Create **Domestic** Expense Report o Step 4 – Select Travel Card Transactions on Travel Card Transactions Screen o Step 5 – Enter Travel Card Expense Information and Details on Travel Card Expenses Screen • Itemize Travel or Business Expenses (including alcohol and partially personal TCard charges) • Create **Foreign** Expense Report o Step 4 – Select Travel Card Transactions on Travel Card Transactions Screen o Step 5 – Enter Travel Card Expense Information and Details on Travel Card Expenses Screen
Identify and Manage Disputed Transactions	*Manage Travel Card (TCard) Charges* + Mark Disputed TCard Transaction • Step 1 – Access Expense Requests • Step 2 – Mark Disputed Transactions • Step 3 – Contact Merchant or JP Morgan • Step 4 – Update Dispute (Optional) + End Disputed TCard Transaction • Step 1 – Access Expense Requests • Step 2 – End the Disputed Transaction • Step 3 – Create an Expense Report and Add the Reconciled Transaction to Complete the Clearing of the Travel Card

Key Points

Stanford's Travel Card Process

- All Stanford Travel Cards (both Individual TCards and Department TCards) must have a **Verifier**. The Verifier reviews and manages TCard transactions and prepares expense reports in Stanford's Expense Requests system.
- Expenses that are submitted and approved more than **60 days** after the last date of travel will be reported as taxable income to the expense report payee.
- Personal charges are not allowed on the Stanford TCard. If they do occur, they must be flagged as personal in the expense report. Partially personal TCard charges must be itemized on the expense report. Any remaining personal balance must be paid to Stanford by the expense report payee.
- Stanford University is liable for TCard charges, but **Cardholders and Payees** are responsible for ensuring that all TCard charges comply with Stanford policy. The **Verifier** must identify and coordinate with the Cardholder/Payee regarding any charges that may be against policy, or that should be entered as personal expenses.
- Misuse of the Stanford TCard will result in the revocation of privileges, and may result in disciplinary action, up to and including termination of employment.

Reviewing and Managing TCard Charges

- Although not required by the system, Verifiers should review TCard charges as they come in and are posted in Expense Requests. Identifying illegitimate, duplicate or fraudulent charges as soon as possible makes them easier to manage and limits Stanford's liability.
- Verifiers can click the **Travel Card Transactions** tab to view and search TCard charges.
- Verifiers can use **Preparer Notes** to organize TCard charges as they come in.
- Sometimes travel expenses (such as airfare and conference registration) are purchased months before travel to get the best rates. You can enter the **last date of travel** in the **Expense End Date** for these types of charges to adjust the aging, and thus avoid getting reminder emails too early.

To better organize outstanding TCard transactions, enter the same Expense End Date for all related TCard charges that will be included on the same expense report.

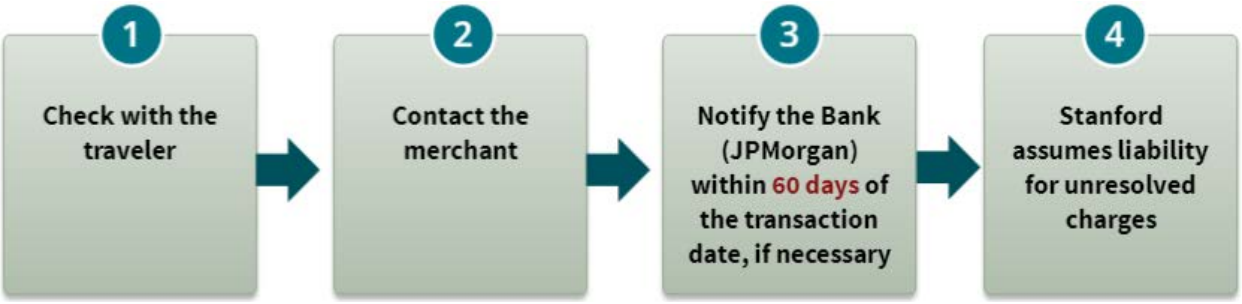
Preparing Expense Reports with TCard Charges

To create a new expense report for an SU Payee, click the **SU Payee** link on the **Expense Requests** home page. The process for creating an expense report with TCard charges is similar to other expense reports, but there are two additional steps: **Travel Card Transactions** and **Travel Card Expenses**.

General Information	Enter the Category, Payee (traveler), Payment Method, Business Purpose, and Beneficiary Information. For an **Individual TCard**, the Payee must be the **Cardholder**. For a **Department TCard**, keep the following in mind: • When the traveler is a **Stanford affiliate** (faculty, staff, or student), enter an SU Payee expense report with the traveler as the Payee. Prepare an expense report that includes all relevant Department TCard charges and out-of-pocket expenses. • When it is used for travel expenses for a **visitor**, enter an SU Payee expense report with the **Department TCard Cardholder** as the **Payee** and the **visitor** entered as the **Beneficiary**. If the visitor also has reimbursable travel expenses, enter a separate Non-SU Payee expense report for the reimbursable expenses and select the visitor as the Payee. **Remember:** The expense report must have a **trip-specific business purpose**. Different trips should be submitted in different expense reports with different business purposes.
Travel Card Transactions	Select the appropriate TCard from the **Outstanding transactions for account** list, if necessary. (If the payee used multiple TCards, you will have to complete a separate expense report for each TCard.) Then select the TCard charges you want to include on the expense report.
Travel Card Expenses	Verify or select the **Expense Type** for each TCard charge and add any necessary remarks or details. You must also identify any personal charges on this screen. Personal charges are a personal liability to the payee and must be identified on the expense report. • If the charge is fully personal, select the personal charge and click the **Categorize as Personal** button. • If a charge is partially personal, you must click **Details** to itemize it.
Transaction Lines	Enter out-of-pocket expenses, per diem expenses, and mileage. Itemize as necessary.
Allocations and Approvers	Enter the Project, Task, Award, and Expenditure Type for each expense (or choose from a My Allocations favorite). Designate Approvers.
Review and Submit	Review the expense report carefully for accuracy and compliance before you submit.
Receipts	Upload and submit all required receipts with the expense report. Attach line-level receipts when required (e.g. airfare, conference agenda, and lodging).

Handling Fraudulent and Erroneous TCard Charges

- The Cardholder/Payee and the Verifier are responsible for promptly identifying any TCard transactions that may be erroneous or fraudulent.
    - Overcharges/charges for the wrong amount
    - Duplicate charges
    - Purchases not made by the traveler



- Lost or stolen TCard should be reported immediately to:
    - JPMorgan Consumer Service: 800-316-6056, **and**
    - Stanford Travel Administrator: travelcardadmin@stanford.edu

- Verifier should **m**ark potentially erroneous or fraudulent charges in the Expense Requests system, in the **Travel Card Transactions** tab, on the **Dispute Travel Card Transactions** screen. Click the **Dispute** icon.
- Then, work with the merchant to resolve the dispute. If the merchant does not provide a partial or full credit for the charge as appropriate, contact the card provider (bank).
- A dispute is resolved when the charge is determined to be:
    - Legitimate, no longer in dispute
    - Erroneous or fraudulent
        - Partial credit received, or
        - Full credit received
- When disputed charges are resolved, the Verifier should end the dispute in the Expense Requests system, in the **Travel Card Transactions** tab, on the **Dispute Travel Card Transactions** screen.
- Finally, they should submit the original disputed charge and any full or partial credit in the same expense report.

Related Courses

The Expense Requests > Training section of the Fingate website lists other eLearning courses that support your use of the Expense Requests system. Be sure to register in **STARS** and complete courses that match your job responsibilities. Some related courses are listed below.

Course Number and Name		Who should take this course?
FIN-0502	Requesting and Clearing Advances	**All Expense Requests preparers who request and clear cash advances**
FIN-0504	Non-PO Payment Requests	**All Expense Requests preparers who request Non-PO Payments**
FIN-0506	Petty Cash Administration	**All Petty Cash custodians**
FIN-0508	Paying Human Subjects	**Everyone involved with requesting payment of Human Subjects**
FIN-0509	Supplier/Payee Setup	**Everyone involved with paying visitors and suppliers**
FIN-0340	Introduction to OBI Financial Reporting	**Required for everyone who uses OBI Financial Reporting**
FIN-0353	OBI Financial Reporting – Expense Requests & SU Card Activity Predefined Reports	**Everyone needing expenditure detail and TCard activity reports**
FIN-0340	Overview of Consolidated Expenditure Reporting Dashboard	**Everyone needing consolidated expenditure reports**

Note: FIN-0340, FIN-0353, and FIN-0355 are courses covering OBI Financial Reporting that may be useful for those responsible for tracking and reporting on TCard transactions.

Questions / Support

Contact the Financial Support Center at finhelp@stanford.edu or (650) 723-2772.

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