

TRAVELING WITH THE PCARD

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SPECIAL NOTES REGARDING TRAVEL ON THE PCard

- Travel is optional on the PCard and requires Dean or Administrative Officer approval
- Vanderbilt and Department Travel Policies apply to all cardholders. [Click here](#) for a copy of the current Vanderbilt Travel Policy.
- Default card limits for travel are \$2000 single limit/\$10,000 monthly limit
- The PCard can only be used by the person whose name appears on the card. A cardholder cannot loan their PCard to the traveler or anyone else.
- No personal expenses are allowed on the PCard at any time.

BENEFITS & APPROPRIATE USE

- Eliminates the need to use personal funds or personal credit cards for University Travel
- Eliminates the need for travel advances
- Eliminates major reimbursements after the trip
- Convenient!

The PCard may be used for authorized business related expenses only.

The PCard can be used for the **majority** of the travel expenses such as the conference registration, hotel, airfare, rental car, phone calls, and meals. Incidentals should be requested for reimbursement after the trip.

Personal expenses may not be placed on the PCard at any time. Examples may include, but are not limited to: tennis, laundry, movies, spa, beach setups, golf, or other recreational fees. Travelers may not use their PCard to pay for their family's meals or expenses.

The traveler should submit their personal credit card for any personal expenses, or pay cash.

ADDING TRAVEL TO AN EXISTING PCard

If you currently have a PCard, your Dean or Administrative Officer must email pcard@list.vanderbilt.edu with their approval to add travel to your card. Travel will be added within 24 hours and your limits will be increased to \$2000 single transaction limit and \$10,000 monthly limit.

TRAVEL AUTHORIZATION AND EXPENSE REPORTING

Travel is a privilege and must be approved in advance. Faculty and staff use Form 60-002-523 Authorization for Official Travel to request approval for travel. Students use Form 60-002-658 Student Travel Form to request approval for travel. Travel Authorization forms must be approved prior to any trip, remain within the individual's home department, and should be retained until the filing process of the travel expense report is complete. The approved travel expense report and supporting receipts should be sent to the Disbursement Services Department or the Department

of Finance for reimbursement. Detailed instructions on the use of the various travel forms can be at: <http://www.vanderbilt.edu/procurement/disbursement/training.shtml>.

IF THE TRAVELER HAS A PCARD

Before the Trip

- Traveler completes the Authorization for Official Travel form and obtains appropriate signature approvals. Faculty and staff use Form 60-002-523. Students use Form 60-002-658 to request approval for travel.
- After approval, reservations can be made for the registration, hotel, airfare, and rental car

During the Trip

- The cardholder may use their PCard for allowable trip expenses.
- The cardholder must obtain an itemized receipt for all PCard purchases.
- The cardholder should log all trip expenses.
- Vanderbilt University is a tax-exempt organization. The Tennessee sales tax-exempt number is printed on the front of every PCard. Cardholders must give this number to all vendors at the time of any transaction to exempt payment for Tennessee or reciprocal state sales tax. Purchases made by the University outside of Tennessee, may not be exempt from another state's sales and use tax. For your convenience, we recommend having a Certificate of Exemption with you at all times.

[TN State Tax Exempt Form](#)

[Out of State Sales Tax Exemption Listing](#)

Copies of the Out of State Sales Tax Certificates of Exemption are available from the Office of Financial Affairs at 343-6601.

Please note that we are not exempt from hotel occupancy taxes or other entertainment or travel related taxes, only sales tax.

After the Trip

Cardholder/traveler should review all trip expenses in *Access Online* and complete the following:

- Change the account and budget center number to appropriate travel numbers
- Type the Travel Authorization number from the travel report packet in the travel authorization number field
- List the conference name, location, dates of travel, and traveler's name in the business purpose section. Use the comments field for additional notes
- Mark the Approved box and then SAVE.
- The card manager then Final Approves the transaction in *Access Online*
- Run the Transaction Detail Report listing the PCard expenses for the trip. Use the search criteria for accounting code to isolate expenses by Travel Authorization number

Additional Reimbursement

If the traveler has incidentals that were not placed on the PCard, the traveler must submit a Travel Report Form within 60 days of the end of the trip. Faculty and staff use Form 60-002-523 and students use Form 60-002-658 to submit travel expenses for reimbursement. The Transaction Detail Report from *Access Online* will provide a grand total of charges placed on the p-card. PCard expenses should be included in the expense detail section of the Travel Report Form and then deducted under Total PCard Transactions to arrive at the reimbursable amount. The following items are required attachments for reimbursement:

- Copy of the Transaction Detail Report (PCard trip related charges)
- Original itemized receipts for out-of-pocket expenses

After appropriate signature approvals, the Travel Report Form and attachments should be submitted to the Department of Finance (for Medical Center employees) or Disbursement Services (for University employees). Do not send any PCard receipts with the Travel Report Form, only receipts that need reimbursement should be forwarded for reimbursement.

FAQ's

Why do I have to record my Travel Authorization # on every travel transaction and record the business purpose in the business purpose field in Access Online?

Typing in your Travel Authorization number in *Access Online* will provide a cross-reference for your expenses and your business trip. By including this in *Access Online*, it provides documentation required by the IRS.

How can I calculate the total cost of my trip upon return?

You can run a Transaction Detail Report filtering for the "Travel Authorization Number" in *Access Online*. This report will list all PCard expenses for the specific trip. Any incidental expenses will have to be added to the PCard expenses and travel prepayments on the Travel Report Form to obtain a trip total.

If I want to watch a movie or use the laundry services at the hotel, can that be charged to my PCard?

No. If you have personal charges on your hotel room bill, pay for them using your own personal credit card at the time of check out. It is against policy to use the PCard for personal expenses.

How do I get reimbursement for expenses I paid for myself and where should I file my PCard receipts for travel?

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PCard expenses should be included in the expense detail section of the Travel Report Form and then deducted under Total PCard Transactions to arrive at the reimbursable amount. The following items are required attachments for reimbursement:

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Attach all original itemized PCard receipts and copies of any out-of-pocket receipts for the trip to your copy of the Travel Report Form and file with your monthly PCard transaction detail reports and bank statements, as appropriate. You should check with your department administrator, however, to determine if additional departmental filing requirements exist.

IF THE TRAVELER DOES NOT HAVE A PCARD

Before the Trip

- The Traveler's assistant or administrator who has a PCard may use their card to pay for trip related expenses for the traveler.
- Traveler completes the Authorization for Official Travel form and obtains appropriate signature approvals.
- After approval, the cardholder may make reservations for the traveler, i.e., registration, hotel, airfare, and rental car.

During the Trip

- The traveler should use their own funds or personal credit card for expenses not already on the PCard. Itemized receipts must be maintained.

After the Trip

The cardholder/administrator should review all trip expenses in *Access Online* and complete the following:

- Change the account and budget center number to appropriate travel numbers
- Type the Travel Authorization number from the travel report packet in the travel authorization number field
- List the conference name, location, dates of travel, and traveler's name in the business purpose section. Use the comments field for additional notes
- Mark the Approved box and then SAVE.
- The card manager then Final Approves the transaction in *Access Online*

- Run the Transaction Detail Report listing the PCard expenses for the trip. Use the search criteria for accounting code to isolate expenses by Travel Authorization number

Additional Reimbursement

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After appropriate signature approvals, the Travel Report Form and attachments should be submitted to the Department of Finance (for Medical Center employees) or Disbursement Services (for University employees). Do not send any PCard receipts with the Travel Report Form, only receipts that need reimbursement should be forwarded for reimbursement.

FAQ's

If I use my card to book a hotel room for someone in my department, what happens when the hotel requests to see my card at the time of check in?

When a cardholder makes a hotel reservation for someone else or a group:

- Confirm the number of nights to be paid for on the PCard with the hotel
- Request an authorization form to be faxed from the hotel
- Indicate on the form what you authorize to be charged to your PCard

Room only

Room & Meals Only

Room, Meals & Phone Calls

They will fax a form to you that you will have to sign stating that it is OK to bill the room charge, meals and taxes directly to your card. Any other expenses would need to be paid personally by the traveler. They may also request that you photocopy your card and fax it to them too. It is OK if the hotel asks the traveler for an additional credit card at the time of check in. That is a formality in case there are other charges, telephone, movies, etc. that will need to be paid for personally or for reimbursement.

TRAVEL ON SPONSORED PROJECT FUNDS

For travel occurring on sponsored project funds, please be aware of the following:

- The travel must occur during the approved grant period.
- Costs charged to these centers must be appropriate and allowable as defined in the agreement or applicable sponsor guidelines.
- Unallowable costs such as alcohol, movies, laundry may not be charged to sponsored project funds.

For any trips not taken or conferences not attended, any cost that is not fully refunded must be removed from the sponsored project.

INTERNATIONAL VISITORS

Vanderbilt University has many international visitors. The International Tax Office has certain guidelines for travel expenses if the visitor is **not** a U.S. Citizen or Permanent Resident. Contact the International Tax Office at: nrtax@vanderbilt.edu **prior** to making the travel arrangements behalf of any international guest.

TRAVEL FOR VANDERBILT GUESTS

A cardholder may use their PCard to assist with travel expenses for Vanderbilt guests such as visiting speakers, or faculty and administrators interviewing for positions at Vanderbilt.

- Guests do not have to complete a Travel Report form.
- Enter clear and complete notes in the business purpose and comments sections of *Access Online*. Include the guest's name, purpose of trip, and dates of travel. Please note that they are a guest or a visiting speaker.

Maintain appropriate trip info and receipts in the PCard monthly folder and file in the department.