



P-Card vs Travel Card

July 20, 2023

Learning Objectives

When should I use
my P-Card

When should I use
my Travel Card?

Which purchases
are restricted for
each card?

P-Card: Allowable vs. Unallowable Purchases

Allowable Purchases

- Gift cards
- Published materials
- Office furniture (up to \$500)
- Regulated utility payments (electricity, water, sewer, cell phone, etc)
- Conference registration (only if no travel involved)
- Memberships (must attach required form)
- Food for research (NOT catering or entertainment)
- Repairs or services citing a Purchase Agreement or PO

Unallowable Purchases

- Capital assets
- Split purchases
- Food related to entertainment events
- Repairs or services not citing a Purchasing Agreement or PO
- Travel, parking, entertainment
- Software unless purchase is against an existing purchase agreement
- Rental of items (tools, tables, chairs, equipment), unless against an existing purchase agreement
- Purchases on Ebay where payee can't be identified
- Personal purchases
 - Shipping (use AggieShip)

P-Card: When to Use for Repairs and Services

Procurement Card can be used for service/repair transactions **ONLY** if

- cited repair is placed against an **existing** and **active** Purchase Agreement or Purchase Order in KFS and
- Doesn't exceed \$9,999.99

Note: When contacting supplier w/ a P-Card transaction, communicate Purchase Agreement or Purchase Order number to ensure appropriate terms and conditions coverage.

P-Card: Software Purchases

- Purchase through KFS; Pay with P-Card
- User submits **No-Cost Agreement (NCA)** in KFS to have Terms & Conditions reviewed for the software they wish to purchase
 - Must attach Approval Form for Software and Related Services
- Once the NCA is fully approved, the cardholder may use P-Card to remit payment
 - Cardholder will reference the KFS PO/PA number in the AggieExpense reconciliation report
- KFS doc must include all the proper 'back-up'

P-Card: Documentation and Making Purchases

In-Person P-Card Purchases

- Must sign and date your physical receipt
 - Upload signed receipt into the AggieBuy expense report

Documentation for All P-Card Purchases

- Obtain appropriate source documentation from supplier (usually a receipt) detailing items purchased

Keep a purchase log

- Track expenses as card is used
- Compare to imported expenses ready for reconciliation

P-Card: Expense Reporting

Amazon Web Services:

- Include IET ticket in reconciliation

- Fiscal officers should review purchases within 30 days
 - Cannot dispute transactions after 60 days

Business Purpose Required

- How does the trip or event support the university's mission of teaching, research, or public service?

Separation of duties

- The fiscal officer should not be subordinate to the cardholder
- Purchases are to be verified and properly received

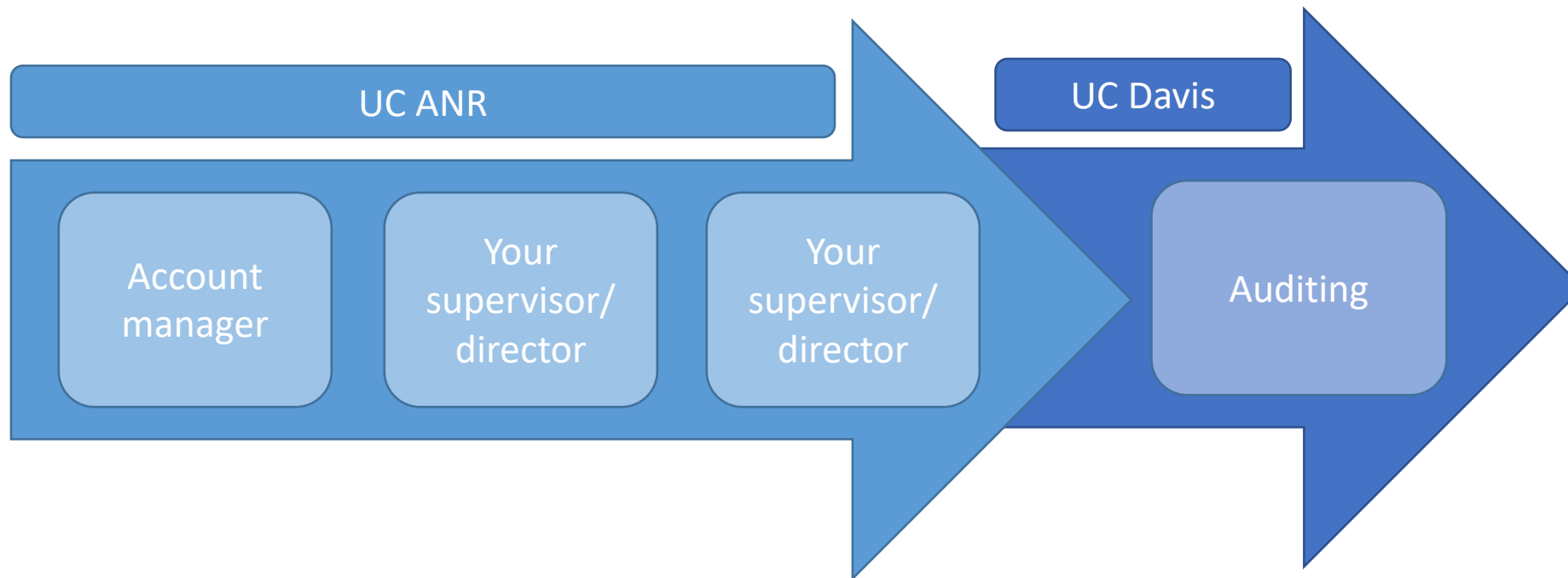
P-Card: Expense Report Tips

Reconcile multiple expenses on a single AggieExpense report

- At minimum, one report per month (unless no expenses)
- Depending on card usage, submit one report each week, or every other week
- **Do NOT submit one expense per report** (unless you only had one for the whole month)

Attach ALL receipts to AggieExpense reconciliation

Approval Process/Routing for P-Card and Travel Card Reimbursements



If your report gets sent back, there will be a comment as to why. You will need to correct it and resubmit.

P-Card vs. Travel Card Reference Table

Not sure whether you can use the [Procurement Card](#) or [Travel Card](#) for your transaction? The reference table below can help!

NOTE: This table is **not** an exhaustive list of all expense types. If you have a question on what a card can/cannot be used for, please contact cardprogramhelp@ucdavis.edu for assistance.

Procurement Card	Travel Card
<p>Allowable Expenses</p> <ul style="list-style-type: none">• Check AggieBuy first. If AggieBuy does not have the item(s) you need, the P-Card can be used for the following:<ul style="list-style-type: none">◦ Gift Cards (if not available in AggieBuy)◦ Published Materials/Books◦ CDs/DVDs◦ Office Furniture (up to \$500.00)• Utility Payments• Conference Registration (only if no travel involved, e.g., online or virtual conference)• Memberships• Food for Research Purposes (NOT catering or entertainment purposes)• Repairs or services citing a Purchase Agreement or Purchase Order	<p>Allowable Expenses</p> <ul style="list-style-type: none">• Travel: Lodging, Airfare, Car Rentals• Entertainment: Food/Catering related to Allowable Entertainment Events• Conference Registration
<p>Unallowable Expenses</p> <ul style="list-style-type: none">• Capital Assets (purchases can be made in AggieBuy)• Food related to Entertainment Event• Postage Stamps/Mail Services• Repairs or services NOT citing a Purchase Agreement or Purchase Order• Travel (should be processed on Travel Card)• Entertainment (should be processed on Travel Card)• Software (unless purchase is against an existing university software purchasing agreement)	<p>Unallowable Expenses</p> <ul style="list-style-type: none">• Non-Travel and Entertainment Related Expenses

P-Card: Required Training

- **P-Card training required annually** for current cardholders and fiscal officers involved in the Procurement Card program. [Procurement Card Training Link](#) - LMS

- New cardholder onboarding required w/in 30 days of receiving new card
- Must get new P-Card if transferring to another ANR unit (e.g. from BOC to HR)

P-Card: Personal Purchases Prohibited

NO Personal expenses are to be made on a P-Card.

P-Card: Personal Purchases Prohibited

If you accidentally use your P-Card for a personal purchase, complete the following **immediately**:

1. Contact your fiscal officer about the inappropriate use
2. Fiscal officer/reviewer will notify P-Card Administrator of the violation by email (pcardhelp@ucdavis.edu)
 - a. Fiscal officer to indicate steps being taken to prevent repeat

Next, complete the following steps *w/in 7 days of transaction* to ensure expense properly repaid to university

1. Repay university with a check made payable to "UC Regents."
 1. **You can mail it to BOC at the 2801 2nd Street and we can deposit the check for you. You can put the check number in the Aggie Expense document and note that the deposit is being made by the BOC. If you make the deposit to BofA directly, you can note the date of the deposit.**
2. Email cardprogramhelp@ucdavis.edu a confirmation and deposit document screenshot for the above action
3. Attach a copy of deposit document to [AggieExpense Expense Report](#)
 - a. Expense Type: "Other Supplies (PC 8000)".

P-Card: Other Unauthorized Purchases

- Cardholder may be asked by their department to return the item or repay the university, following the steps for reporting personal purchases. Refer to section V of [PPM 350-10](#) for more information.
- See [PPM 350-22](#), specifically, sections IV.B on allowable purchases, and V.A on their responsibilities as a cardholder.
- List of purchasing forms: <https://ucanr.edu/sites/anrstaff/files/382024.pdf>

P-Card: Addressing Fraudulent Charges

1. Immediately report fraudulent charges to the U.S. Bank Customer Service Office (800-344-5696)
 - a. Dispute Reporting Form
2. Request replacement card; inform your fiscal officer.
3. Complete and sign Statement of Fraud and a Transaction Report from US Bank
4. Retain your copies of the forms, along receipt and confirmation of sending. **If you do not receive the forms within two weeks** of your initial call to U.S. Bank, follow up.

If unethical university behavior or internal fraud is suspected, contact your supervisor or other appropriate administrator, or report it to the [UC Davis Locally Designated Official](#) (LDO), or the [UC Whistleblower Hotline](#).

P-Card: Dispute a Charge

Mistakes in the amount billed and duplicate charges should be resolved directly with the merchant.

If you are unable to resolve a dispute with a merchant, you must report it within 60 calendar days to US Bank Customer Service Office at 800-344-5696. In addition to contacting the bank, you must also complete the Dispute Reporting Form.

U.S. Bank will investigate and credit the amount of the disputed charge back to the account once the investigation is completed, normally within 30 days. If the resolution is in favor of the merchant, the account will continue to be charged for the disputed amount at the end of the investigation.

Failure to report a dispute within 60 days of the statement date will result in the department absorbing the expense.

Travel Card: Allowable vs. Unallowable Purchases

Allowable Purchases

- **Travel:**
 - Lodging
 - Airfare
 - Car Rentals
- **Entertainment:**
 - Food/Catering related to allowable entertainment events
 - Meals and incidentals
- **Conference Registration**
(when travel is involved, i.e. not a virtual conference)

Unallowable Purchases

- Non-Travel and entertainment related expenses
- Travel to states to where it's prohibited to use state funds to travel
 - E.g. States with discriminatory laws against LGBTQIA+ people; this way, LGBTQIA+ staff cannot be penalized for refusing to travel there

Travel Card: Required Training

- Travel Card Corporate Liability Training:
 - **Required once** for current cardholders and fiscal officers involved in the Procurement Card program.

[Travel Card Corporate Liability Training - UC Learning Center](#)

- New cardholder onboarding required w/in 30 days of receiving new card

Travel Card: Expense Reporting

- One trip or event per report
- Attach REQUIRED receipts to AggieExpense reconciliation
- Business Purpose
 - How does the trip or event support the university's mission of teaching, research, or public service?
- Fiscal Officer and Department Approval required
 - Chart H differs
- Notify US Bank when traveling abroad

Travel Card vs. P-Card: Expense Comparison Chart

Procurement Card	Travel Card
Multiple transactions on one report	One trip or event per report
Attach ALL receipts	Attach only REQUIRED receipts & documentation
Business Purpose	Business Purpose
Fiscal approval	Fiscal approval
Change department = new application	Change department = new application
US Bank Online	US Bank Online
Subscriptions	No subscriptions
For purchasing low value supplies	For Travel or Entertainment

Travel Card: Personal or Accidental Charges

- Cardholder must reconcile charge in an AggieExpense Report
 - Expense Type: "Personal or non reimbursable"
- Pay back the University directly
 - Access your UC Davis Banner account
 - You'll see the invoice for the charge appear ~10 business days after expense report approval

To process the reimbursement through Banner:

1. Log in with your campus user ID and Kerberos passphrase at <https://mybill.ucdavis.edu>.
2. Agree to consent form
3. Review your balance
4. **Make Payment** from the main page

Travel Card: Tips & Tricks

Use your Travel card to pay for travel or entertainment expenses in advance of the trip or event.

Payment transactions load into AggieExpense as an imported expense.

No need to wait for the trip/event to conclude to reconcile Travel card expenses!

Reconcile the expense(s) on an AggieExpense report, as soon as possible, to ensure payments are made by deadlines.

Travel Card: Report Stolen

1. Contact U.S. Bank Customer Service Office at (800) 344-5696.
2. Report a stolen card to the local law enforcement agency.
3. Contact your fiscal officer and email expensehelp@ucdavis.edu indicating how the card or account number was compromised. Be sure to include the last 4 digits of the compromised card number in the email.

If the fraud/theft happens on campus:

Contact UC Davis Police if a Travel card is stolen/used fraudulently **on campus**. Cardholder should file a police report as soon as possible, as well as complete the other steps.

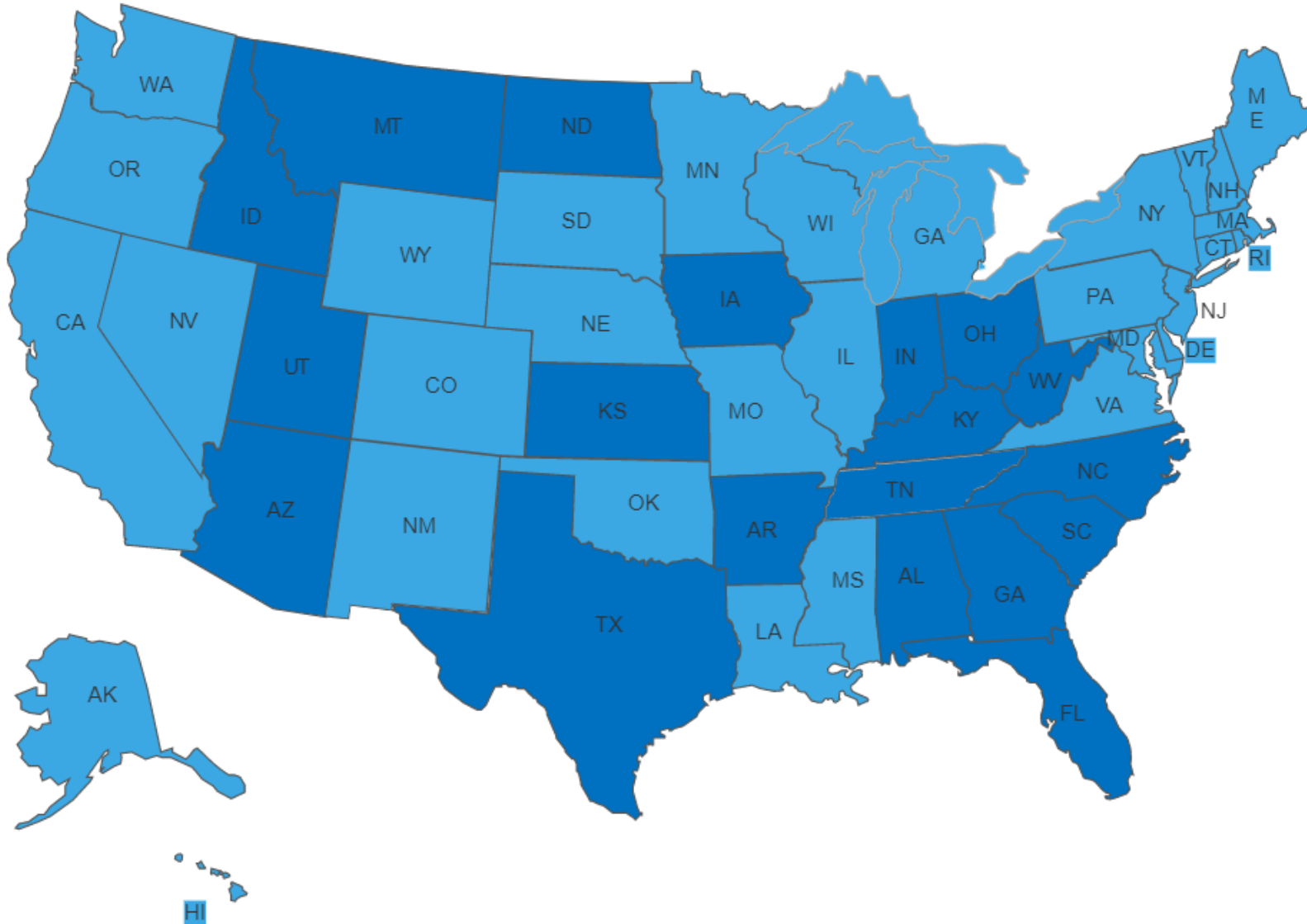
Travel Card: Report Fraud Immediately

1. If you find fraudulent charges on your statement, you must report them immediately to the U.S. Bank Customer Service Office at 800-344-5696 and [contact the Travel Help Desk](#).
2. Request a replacement card, and inform your fiscal officer.
3. U.S. Bank will send you a Statement of Fraud and a Transaction Report. Complete and sign promptly.
4. Retain your copies of the forms, along with the fax receipt/report showing confirmation that it was sent.
 1. If you do not receive the forms within two weeks of your initial call to U.S. Bank
 2. Keep records of all calls related to your dispute.

If the fraud/theft happens on campus:

Contact UC Davis Police if a Travel card is stolen/used fraudulently **on campus**. Cardholder should file a police report as soon as possible, as well as complete the other steps.

Travel FAQs – State funds cannot be used to travel to these states:



State funds **cannot** be used to travel to these states.



State funds **can** be used to travel to these states.

Best Practices: Preferred Booking Program

- Ensure you are billing to the correct card
 - Prioritize **local hotel reservations**
- Use AggieExpense Travel to purchase airfare
 - Choose: UCD Campus CTS for Airfare (3138)

- <https://supplychain.ucdavis.edu/travel-entertainment/travel/preferred-booking-program>

Travel FAQs

UC policy requires all employees to report travel and entertainment expenses within **45** days of the end of the trip or event.

All UC Davis travel and entertainment expenses must be authorized, reported and reimbursed in accordance with University of California policies [G-28](#) and [BUS-79](#).

Late Reports:

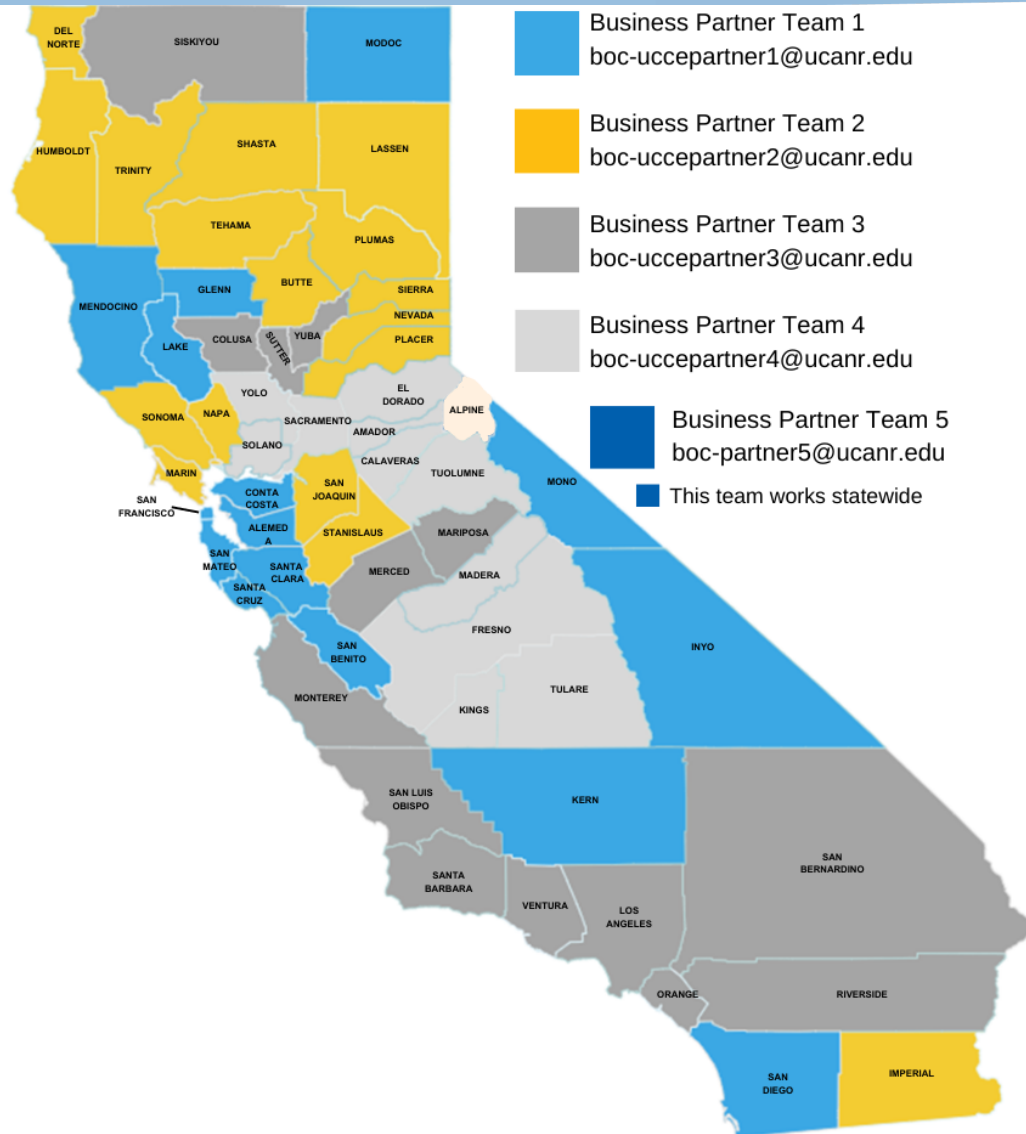
Claims must be submitted **within 60 days of the trip or event end date**. Expense reports submitted after 60 days will be reported as taxable income to the employee.

This policy can be found in the UC Davis [Policy & Procedure Manual 300-10](#)

Lodging - maximum nightly rate is **\$275** (not including taxes and fees)

Meals - **\$79** per day Not a Per Diem

Resources - Policies and BOC Business Partner Teams



G-28 Travel Regulations

<https://policy.ucop.edu/doc/3420365/BFB-G-28>

Travel Policy Overview

<https://ucdavispolicy.ellucid.com/documents/view/339>

Vehicle Insurance

<https://ucdavispolicy.ellucid.com/documents/view/535>

Questions?

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Next BOC Quarterly WebANR: October 19th from 12-12:30pm. Topic TBA!