


PERSONAL EXPENSE / NON-REIMBURSABLE CHARGES ON P-CARD (NON-TRAVEL)

These are the instructions for dealing with Personal/Non-reimbursable non-travel expenses on a P-card. These could be accidental or unallowable charges made with your MSU P-card (e.g. pulled out wrong credit card for Amazon purchase, unallowable alcohol purchase, etc).

*For *travel* Personal/Non-reimbursable expenses, see Quick Help Guide “Personal Expense/Non-Reimbursable Charges on P-card During Travel.”

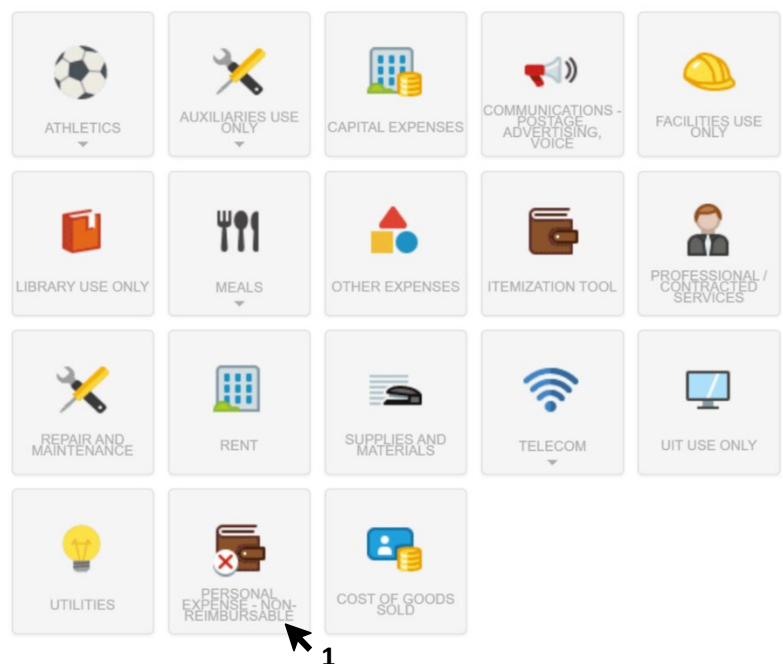
*For *fraudulent charges*, see Quick Help Guide “Dealing with Fraudulent Charges.”

1. Prior to completing your non-travel expense report, connect with your [departmental financial contact](#) who will help prepare/complete the required cash or check deposit/reimbursement to the MSU cashiers. This deposit will offset the personal/non-reimbursable charge on your MSU P-card which you will add to a non-travel expense report.

 The transaction and the reimbursement to the university for the expense (aka the “abatement”) need to be directed to the same expense category (“Personal Expense – Non-Reimbursable” (62886)) *and* the same index. In other words, the index selected in the allocation dropdown in step 5 must match the index reimbursed with MSU cashiers).

2. Once the deposit to the MSU cashiers is complete, create your non-travel expense report and add the Personal/Non-reimbursable transaction to the report along with any other P-card expenses you would like to include. (See the “Create a Non-Travel Expense Report” Quick Help Guide for instructions, if needed)

3. From the Select Valid Expense Type screen, select “Personal Expense - Non-Reimbursable” (1).



- Complete the form with date, amount spent, and business purpose (ensure your last name is in the business purpose), as required. Use the Description field to add additional details, if necessary.


- In the Allocation drop down field, select the index reimbursed with the MSU cashiers at Step 1.


- Attach the cash receipt showing the deposit to the applicable index and 62886 to show that the P-card holder reimbursed MSU for the non-reimbursable expense.


If the cash receipt is not available, ask your departmental contact attach the Banner report / screenshot showing the deposit to the applicable index and 62886.

Attaching the standard documentation (i.e. receipt/invoice for the transaction) is not required for the personal expense.

- Save the form and complete the non-travel expense report.


Personal Expense - Non-reimbursable

Date: 

Spent: 

Business Purpose:



Please use the following protocol as it applies: Vendor Last Name Purpose Location. E.g. (Travel): United Smith CSA Conf Dallas. E.g. (Non-Travel): Staples Smith Paper. Please limit Business Purpose to 35 characters. Do not use punctuation.

Description Optional:

Activity Code? ☐

Allocation

[+ Add Allocation](#)

Attachments (0)  

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