

PERSONAL EXPENSE / NON-REIMBURSABLE CHARGES ON P-CARD DURING TRAVEL

These are the instructions for dealing with Personal/Non-reimbursable travel expenses on a P-card. These could be accidental or unallowable charges made with your MSU P-card during official travel (additional hotel fee for pet, alcohol/minibar, etc).

Situation A: Cardholder has a personal expense on their P-card that needs to be repaid to MSU and on the same Chrome River report the cardholder has requested a total cash reimbursement (for per diem, mileage, etc) **less than** the personal expense.

Situation B: Cardholder has a personal expense on their P-card that needs to be repaid to MSU and on the same Chrome River report the cardholder has requested a cash reimbursement (for per diem, mileage, etc) total which is **greater than** the personal expense. (This will save a trip to the cashier and eliminate extra work!!)

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

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

Situation A: “Pay Me” amount to traveler is less than personal expense

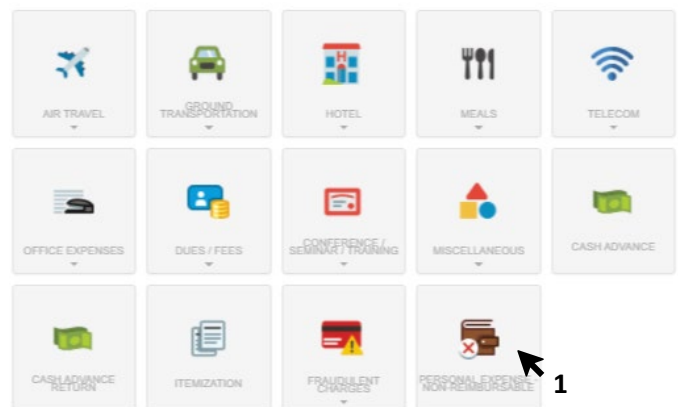
Expense Report PR0020203537	Total Pay Me Amount 0.00 USD	Submit
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1. If you have a Personal/Non-reimbursable travel expense as part of your official travel, prior to completing your travel expense report, connect with your [departmental financial contact](#) 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 your travel expense report.

! The transaction and the reimbursement to the university for the expense (aka the “abatment”) 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 4 must match the index reimbursed with MSU cashiers).

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

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



4. 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.

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

6. 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.

7. Save the form and complete the travel expense report.

Personal Expense - Non-reimbursable

Date

05/20/2020

Spent

19.99

USD

Business Purpose

Hilton Dahlke ABC Conf Madison

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

Accidental charge to my P-card

Activity Code?

☐

Allocation

41F001-41F000-43F001 Fiscal Shared Services Fiscal Shared Services

Add Allocation

Attachments (0)

Drag image here to upload

Situation B: "Pay Me" amount to traveler is greater than personal expense

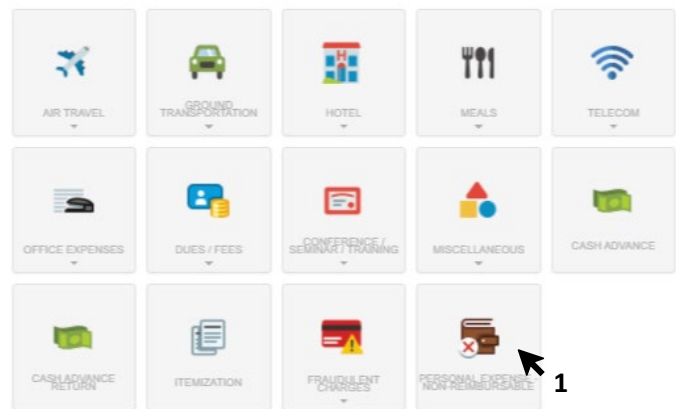
 Expense Report
 QA0020866452

 Total Pay Me Amount
187.00 USD

Submit

1. Create your travel expense report and add the Personal/Non-reimbursable transaction to the report along with other applicable trip expenses.
 (See the "Create a Travel Expense Report" Quick Help Guide for instructions, if needed)

2. From the Select Valid Expense Type screen, select "Personal Expense - Non-Reimbursable" (1).



3. 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.

4. In the Allocation drop down field, select an index used for the trip

5. If desired, attach the standard documentation (i.e. receipt/invoice for the transaction)

6. Save the form and complete all other expenses for the trip.

Personal Expense - Non-reimbursable

Date

05/20/2020

Spent

19.99

USD

Business Purpose

Hilton Dahlke ABC Conf Madison

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

Accidental charge to my P-card

Activity Code?

☐

Allocation

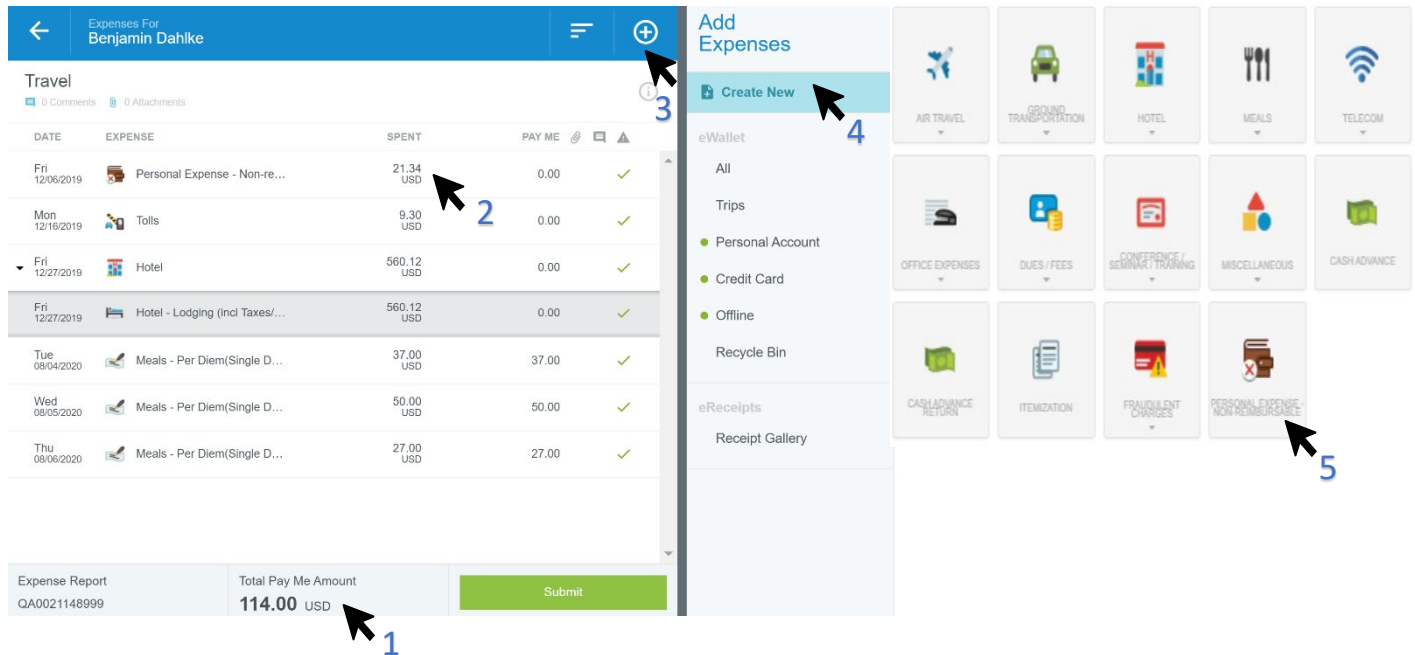
41F001-41F000-43F001 Fiscal Shared Services Fiscal Shared Services

Add Allocation

Attachments (0)

Drag image here to upload

7. After completing all expenses, verify that the “Pay Me” amount total due (1) is **greater than** the Personal/Non-reimbursable expense (2).

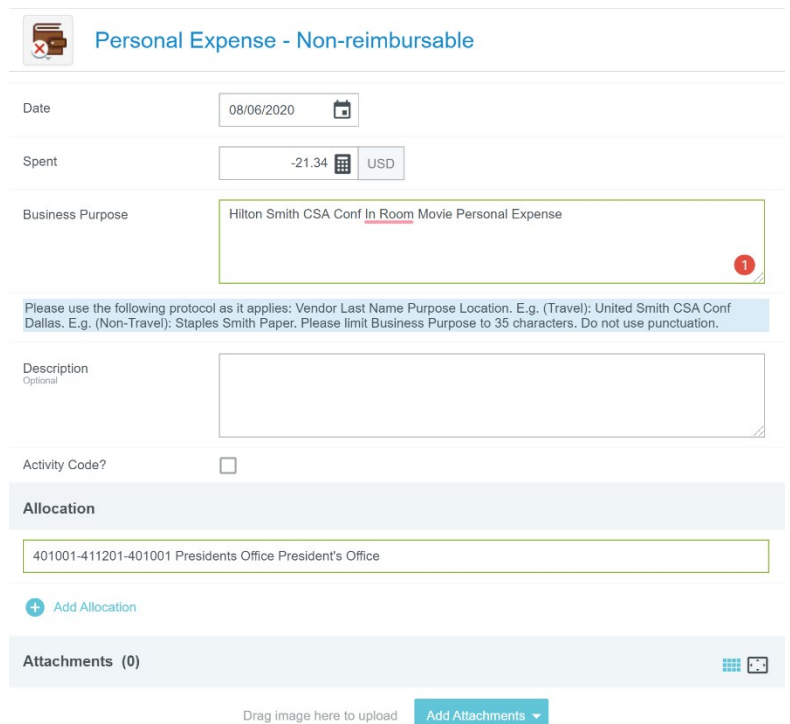


8. Click the + button in top middle (3)
 9. Select “Create New” (4)
 10. Select “Personal Expense - Non-Reimbursable” (5).

11. Complete the form with
 a. Date of transaction
 b. Amount spent **as a negative**. For example, if the pet fee at the hotel was \$50, enter -50
 c. Business purpose (ensure your last name is entered)
 d. Use the Description field to add additional details, if necessary.

12. In the Allocation drop down field, **select the same index used at Step 4.**
 13. If desired, attach the standard documentation (i.e. receipt/invoice for the transaction)








14. Save the form and complete any other expenses for the trip.



15. Note that the negative amount reduces the total reimbursement to the traveler and saves a trip to the MSU cashier and time spent on paperwork!

Travel

0 Comments 0 Attachments

DATE	EXPENSE	SPENT	PAY ME	
Fri 12/06/2019	 Personal Expense - Non-reimbursable	21.34 USD	0.00	✓
Mon 12/16/2019	 Tolls	9.30 USD	0.00	✓
Fri 12/27/2019	 Hotel	560.12 USD	0.00	✓
Tue 08/04/2020	 Meals - Per Diem(Single Day)	37.00 USD	37.00	✓
Wed 08/05/2020	 Meals - Per Diem(Single Day)	50.00 USD	50.00	✓
Thu 08/06/2020	 Meals - Per Diem(Single Day)	27.00 USD	27.00	✓
Thu 08/06/2020	 Personal Expense - Non-reimbursable	-21.34 USD	-21.34	✓

Expense Report QA0021148999	Total Pay Me Amount 92.66 USD	Submit
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16. Submit report when complete.