



THE UNIVERSITY OF NEW MEXICO

Enhanced PCard Capabilities

The changes in PCard Travel Procedures that take place Monday, March 1, 2010 are reviewed below. These have been announced for the past month, and will be implemented throughout the University.

EXPANDED USE OF PCARD TO INCLUDE EMPLOYEE LODGING AND GROUND TRANSPORTATION

PCards are currently used to purchase airline tickets and to pay conference fees for employees. Effective March 1st, the card may also be used for employee lodging and ground transportation. The card may not be used to pay for meal expenses. Meal expenses should be paid with personal funds and then submitted for reimbursement. In order for the cardholder to have this expanded feature, they must:

- Complete the *PCard for Travel* online course and assessment test using *the PCard for Travel* <http://www.unm.edu/~purch/pcardtravel/index.html>
- Submit a PCard Modification Form.

DPI SUBMISSION TO INCLUDE PCARD TRANSACTIONS

- Supporting documentation requirements are not changing. Documentation currently attached to the Travel Direct Pay Approval Form must still be attached.
- Documentation includes lodging receipts, conference schedule, ground transportation receipts, etc. All travel charges must be selected from the list of available transactions in the section of the Travel DPEZ titled *Pre-paid PCard Travel* the way airline tickets are currently selected.
- No more than one DPEZ should be submitted per trip.
- Reimbursement requests should be submitted within 15 business days of the completion of travel.

ELIMINATION/REDUCTION OF TRAVEL ADVANCES

One of the goals in the travel procedure modifications is to reduce the amount of travel advances. Travel advances may still be approved for:

- Meal expenses for travel by students (individual or group)
- Departments that do not have and cannot obtain a PCard
- Travel to remote areas where PCard usage is not practical

Travel Advances will generally NOT be approved for:

- Travel expenses prepaid out of personal funds (use PCard instead)
- Lodging (use PCard, or personal funds with subsequent reimbursement)
- Rental car (use PCard, or personal funds with subsequent reimbursement)
- Airline tickets (use PCard, or personal funds with subsequent reimbursement)
- Conference fees (use PCard, or personal funds with subsequent reimbursement)
- Other miscellaneous estimated expenses, such as meals (use personal funds with subsequent reimbursement)

PROCESS FOR REQUESTING A TRAVEL ADVANCE

This information may be found on the Unrestricted Accounting-Main Campus Website, which is at <http://www.unm.edu/~gacctng/> :

- Travel Advances are requested via the DPEZ process in Banner- form FZADPEZ. In order to obtain access to this form, you must complete the Direct Pay Training Lab through Learning Central. After completing this lab, you should also sign up for the Travel Policies and Procedures workshop.
- The DPEZ process generates a "Travel Advance Request" form, similar to other "Direct Pay Approval" forms, to be printed out, signed, and forwarded to central accounting.
- Creation of the Travel Advance Request DPEZ generates a Direct Pay Invoice (DPI) in Banner, which routes electronically to central accounting for approval. No departmental indexes are charged upon the completion of the Travel Advance Request, and there are no departmental approvals in Banner.
- Accounts Payable issues the payment, via direct deposit, if payee's paycheck is via direct deposit.
- A check may be requested instead, by making the proper selection on the DPEZ. The check will be mailed to traveler's home address.
- An online Banner Byte is also available to demonstrate the process at: <http://www.unm.edu/~purch/bannerbytes/DPEZTravelAdvance.html>

CAMPUS COMMUNICATIONS

Date: February 11, 2010
Subject: Enhancements to PCard to include employee travel.

In response to overwhelming demand, we are pleased to announce enhancements to the PCard to include employee travel. Concurrent with this enhancement, the issuance of Travel Advances will become very limited, and will require pre-approval from Financial Services before being submitted in Banner. Refer to the Unrestricted Accounting - Main website to view the DRAFT revised Travel Policy 4030, where the travel advance process is further explained.

Effective March 1st, 2010, the PCard may be used to pay for University business travel related expenses, excluding meals. Acceptable uses include airfare, lodging, vehicle rental and ground transportation. All travel related expenses must be allowable under University Business Policy 4030.

Current cardholders wishing to add this enhancement to their card will be required to submit a PCard Modification Form after taking the new PCard for Travel online course and assessment test. The online course and assessment test will be available through EOD beginning on March 1st, 2010.

Current cardholders not wishing to add this enhancement to their card are not required to submit a PCard Modification Form and all current processes will remain the same.

We anticipate a high volume of PCard modifications and new card requests. Therefore, processing turnaround time may be longer than normal. We encourage departments to plan in advance accordingly.

UNM Purchasing Card
<http://www.unm.edu/~purch/pcard.html>

Using the PCard for Travel
<http://www.unm.edu/~purch/pcardtravel1/index.html>

4030 Travel
<http://www.unm.edu/~ubppm/ubppmanual/4030.htm>

Draft Revised Travel Policy 4030
http://www.unm.edu/~gacctng/draft_4030_travel.html

Thank you,

Financial Services Support Center (FSSC)
MSC01 1290
277-FHLP (277-3457)

See the Fast Info web site to find answers to common questions or to submit requests for support

Web: <http://fastinfo.unm.edu> Phone and Chat consultants are available 8:00 AM to 12:00 Noon & 1:00 PM to 5:00 PM Mon-Thur and 8:00 AM to 12:00 Noon & 2:00 PM to 5:00 PM Friday