East Texas A&M University

ONE CARD
TRAVEL VS NON-TRAVEL

ETAMU

Learning Objectives

- Cardholder duties
- Approved purchases
- Restricted purchases
- Pre-approval purchases
- Don’ts
- Amazon Business
- Miscellaneous

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One Card Non-Travel

Submitting Monthly Expense Report

- Dates to include on your report: 1-30th/31st
- Due within 30-days of the transaction expense date. A *safe* date to submit your monthly expense report is by the 10th of the following month.
- NO REPORTS over 30-Days old. You can submit multiple expense reports throughout the same month, for Non-Travel Reports.

Vendor Verification for purchases of >$500

- Get in the habit of running this the SAME DAY as you make the expense!
- All expenses $500 or greater must have a VV for Non-Travel expense reports.

Use of your card

- YOU are responsible for ALL purchases made
- Absolutely no taxes at all on the Non-Travel Expense side.

Cardholder Duties

One Card Travel

Expense reports

- Due within 30 days of the expense date.
- You should have a pre-trip and post trip report **IF** using State Funds or traveling internationally.
- No more than TWO Travel Expense reports per trip, per month please.
- Please group travel meals together on one expense report, for the same travel report timeline.

Vendor Verification IS NOT required for travel

No sales tax on business meals: Business Meal is defined as: business was discussed, people attended not part of the university.
IF attendees ARE a part of the university, then the 5 W's need to be completed; Who, What, Where, When, Why

One card non-travel

Cleaning Supplies, Lab Supplies, Medical Supplies

Office Supplies; computer cords, extension cords, etc

Postage and stamps

Safety Supplies

Tools/Hardware

Business Meals (NO TAXES ever! Show your tax exempt card)

Services- NOT preformed on ETAMU property. IF you order from a delivery food vendor, and that vendor is staying to SERVE the food, this is a PO, not your CC. Sodexo can be paid with the CC as they are a University Vendor.

Coffee, water, candy or other incidental purchases may only be purchased using a Gift account (if being used in the office)

Alcohol-must be put on a separate line and use a Gift account, 6341

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One Card Non-Travel

NOT ALLOWED Purchases

- Gift Cards (unless for research participation, then Amazon gift card only)
- PayPal account or eBay purchases (DO NOT link your card)
- Items for personal use
- Animals
- Consulting Services
- Capital Equipment-$5000 or >
- Controlled, Hazardous, Radioactive materials
- Travel related expenses for employees and students (you must have the TRAVEL side of the card)
- Fuel or Auto Parts (Travel status ONLY and IF you have the Travel card side)
- ETAMU Marketplace (IF it is a 3rd party, then you can.
  IF it is another dept, then no you can not as that would be through an IDT
  (AG sells poinsettias @ Christmas, this would be an IDT)
  (Dept selling t-shirts, this is an IDT)
  (Music has their music gala, this is an IDT)
  (Student Center Business cards, this is an IDT)
  (Tuition and fees (these are done with an IDT)

One Card Non-Travel

- Higher Education Fund (HEF) purchases
- Computer Equipment (requires One Card Non-Travel IT approval form)
- Printers, Projectors, Cameras, Televisions and Furniture
- Telecommunication Equipment (including cell phones, excludes services)
- Grant-Related or Indirect Cost Purchases (needs pre-approval by the director grants)
- Books, unless purchased through Amazon Business or the Book Store
- Subscriptions (paper subscriptions, magazines, etc.)
- Software subscriptions would go on the IT Pre-Approval and code to 5830
- Memberships

All of our forms can be found on our internal website here:
https://inside.tamuc.edu/facultystaffservices/purchasing/One_Card_Non_Travel/forms.aspx

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Don’ts

Card Sharing

NEVER let anyone else use your card; not your manager, not your GA, or student worker

Market Place Purchase

Market Place is for departments to sell their products/services to others on campus. We can not pay ourselves with our own credit card.

Split Charges

splitting a purchase into separate transactions to circumvent delegated purchasing authority is against Purchasing Policy and is illegal in the State of Texas. Each dept has a dept delegation of $15k.

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One Card Non-Travel

Amazon Business Account

- Request to join
- Use your work email as your username
- Offers cheaper prices
- Identifies restricted purchases

Amazon Business

One card non-travel

Pre-Approval Purchases

- Fill out the pre-approval One Card Non-Travel Laserfiche form and submit

https://dms.tamuc.edu/Forms/One-Card-Non-Travel?_gl=1*fu9psz*_gcl_au*MTg0Nzg3NTgyNi4xNzYwOTc0MjI2*_ga*MTI4MzM1NDIwNS4xNzYwOTc0MjI2*_ga_WMPJF2FXDN*czE3NjM1MDYwMDAkbzIwJGcxJHQxNzYzNTA2MDA4JGo1MiRsMCRoMA..

Missing Receipts

- Allowed 3 a fiscal year. Non-Travel.
- Travel does not have a limit.
- Fill out the missing receipt form and submit with your expense report

Tax-exempt

- No taxes should be charged on meals unless in travel status

- You can find the latest form(s) on our website listed below!

https://inside.tamuc.edu/facultystaffservices/purchasing/One_Card_Non_Travel/forms.aspx

One Card Non-Travel

Departmental Staff Appreciation meals
(see bottom of Business Meals/Food Purchase Justification form) Code to 6339
https://inside.tamuc.edu/facultystaffservices/financialServices/ProceduresDocumentsForms/AccountsPayable/forms/documents/BusinessMealsFoodPurchaseJustification.pdf

Allowable expenses for business meals/food purchases must be deemed appropriate in the best judgment of the approving authority (Dept. Head/Director, Dean, Vice-President, or President), be cost effective, and serve a clear East Texas A&M business purpose. Accounts Payable reserves the right to request more documentation if necessary. These expenditures must comply with the university's policies which require the expenditure be related to one or more of the following purposes:

1. The recognition or promotion of academic achievement, athletic achievement, scholarship and/or service to a component of the System of the State;
2. The promotion of the communication of intellectual ideas among students, faculty, staff, administrators and/or representatives of the public;
3. The support of student events and activities which are sponsored by a component of the System;
4. The recruitment of highly qualified faculty, staff, and students;
5. The promotion of the exchange of ideas with community leaders regarding the role of a component of the System in the community;
6. The assistance of the Regents, accrediting agencies, officials from other universities and/or public officials in inspecting and reviewing the facilities and programs of a component of the System;
7. The support of a program of continuing education sponsored by a component of the System; or
8. The conduct of staff conferences and receptions or other events designed to recognize and honor employees.

One Card Non-Travel & One Card Travel

Emburse Expense report

- Itemize your unallowable expense-One Card Travel
- Attach the receipt for reimbursement of the unallowable charge
- IF adding a credit or refund, be sure they are coded to the original object code and account number. Do not mark unallowable, just put it against the same as the debit.

Market Place

Reimbursement link to Market Place:

https://secure.touchnet.com/C20206_ustores/web/index.jsp

QUESTIONS?

Emburse@etamu.edu