

# P-Card Expense Reports Fast Facts

## When are expense reports due?

- Reports need to be submitted and approved by your supervisor within 3-5 days of the p-card cycle closing
  - o The p-card cycle closes the first business day after the 15<sup>th</sup> of each month, the p-card cycle starts the following day.
  - o You can access your US Bank Access (the site where you previously entered allocations) to verify if a p-card cycle has closed

## How do I know if all of my p-card transactions have been imported from US Bank to Concur?

- Please utilize the US Bank Access site to verify your report is complete. You can verify in a few different ways. We recommend verifying that your totals match between the US Bank statement and the report you are about to submit less any personal reimbursements on the report.

## If I am a p-card holder, how do I get reimbursed for out of pocket expenses or mileage?

- You will include those expenses or mileage amounts on your monthly p-card expense report by clicking “add expenses” on the report.
  - o Receipts are required for personal expense reimbursement
  - o For mileage, you will want to use the mileage calculator feature in Concur in lieu of maps

## How much am I allowed to spend on myself for food while I’m traveling?

- \$10 for breakfast, \$15 for lunch and \$25 for dinner

## Are there exceptions?

- Yes, when travelling to Hawaii and Internationally

## What happens if I spend too much for a meal on my p-card?

- The system will register an error for exceeding the limit. When this happens please reach out to [finance@stmartin.edu](mailto:finance@stmartin.edu) and we can arrange reimbursement to the University and proper coding in the GL

## How do I prevent having to reimburse the University?

- The best option would be when you are paying your bill, give your University card and ask the wait staff to charge your University P-card for your limit (\$10/\$15/\$25) and pay the remainder on your personal card. This is significantly easier than reimbursing the University. Additionally, consistent and frequent misuse of the P-card can result in you losing your privileges of having a p-card.

## Is alcohol permitted?

- No, alcohol is not permitted unless the instance meets the definition of *Business Entertainment* as defined in the University’s Employee Handbook

# P-Card Expense Reports Fast Facts

## **What if I am traveling with a sports team or multiple individuals within my department?**

- Utilize the “group meals” expense type in Concur
- For non-athletics group meals, please ensure that you are considering the daily limits per meal. The cardholder will be responsible for anything in excess of the limit.

## **What is the amount I can tip?**

- Tips should not exceed 20%

## **How many reports should I be submitting each month?**

- You are allowed to submit only one per month

## **How do I title the report?**

- Due to the complexity of the p-card cycle dates, it would be easiest to title your report like the following examples: April/May, May/June, etc. This allows us to know which transaction dates are in the report without the hassle of knowing those dates ahead of time.

## **Do I still use the jotform to request a p-card limit increase?**

- Yes