Reconciling Travel Expenses Paid for with a Purchasing Card (Pcard)

To properly record travel-related expenses for an authorized employee, as set out in Policy 21, all travel arrangements processed using the Pcard should be considered as prepaid expenses and be recorded as travel advances.

1) Reconcile the transaction in the FAST Purchasing Card module as follows:
   a. Use expense account 71191 — Travel Advance
   b. Enter comments in the Invoice/Comment field. This will help you trace the transaction for reimbursement (for example, A/travel or your PO).
   c. Record the total **without** taxes.

   By using account 71191 — Travel Advance, you will have the necessary audit trail for proper follow-up and you will also avoid reimbursing travellers for expenses that have already been paid with a Pcard.

2) Complete the request for reimbursement for travel expenses form, as required by Policy 21:
   a. Enter all the expenses already paid for in the appropriate fields.
   b. Enter the Pcard batch number (PCxxxxx) in the Details field.
   c. Enter the advance amount in the appropriate field.

3) Proceed with the reimbursement through the Banner accounts payable module, according to sections 5.10 to 5.12 of the accounts payable guide.
   a. Be sure to select Commodity Accounting and not Document Accounting, so that you can make a credit entry for your amount in account 71191.

   You will notice that taxes are calculated at this step and that the amount already paid through the Pcard is automatically shown as having been credited.