

How to Reconcile Travel Card Charges on an eBERF

There are 3 types of Travel Card charges:

1. 0% Personal
2. Partially Personal
3. 100% Personal

The University will only submit payment for business-related charges that have been fully approved in an eBERF.

Selecting a Travel Card Charge

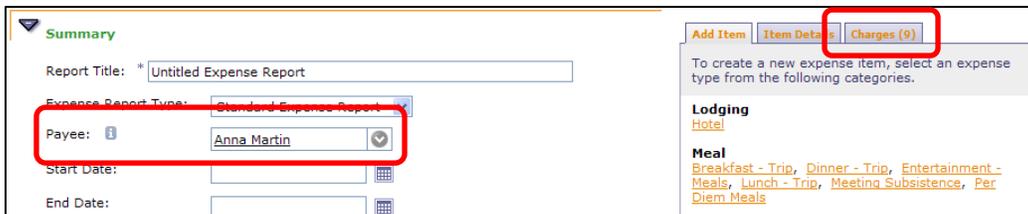
1. Log in to UMeNET with your caneID and myUM password.



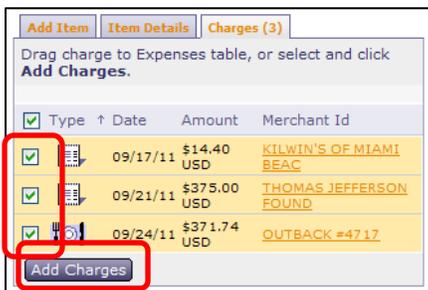
2. Open an eBERF: Click on Create, then select eBERF.



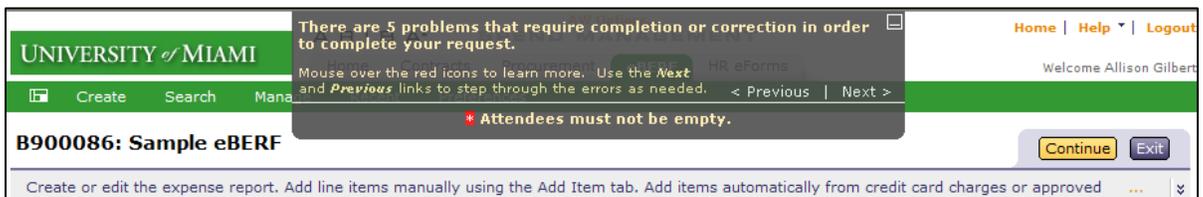
3. Select the correct Payee and complete the other Summary section fields. Then click the Charges tab.



4. On the Charges tab, check the box for all charged you want to reconcile. Then select the Add Changes button.



5. A message will appear at the top of the eBERF advising corrections need to be made to each charge.



Scenario 1: Non-Personal Charge (100% Business-Related Charge)

1. To enter the corrections to the charge, click on the desired charge in the Expense Table. Enter the missing fields, i.e. purpose, account, and sub object code. Then click the Done button.

The Expense Table shows the following items:

Type	No.	Transaction Date	Amount *	Description
	1	09/17/11	\$14.40 USD	KILWIN'S OF MIAMI BEAC Entertainment - Other
	2	09/21/11	\$375.00 USD	THOMAS JEFFERSON FOUND Other
	3	09/24/11	\$371.74 USD	OUTBACK #4717 Dinner - Trip

The Item #1 Details form shows the following fields:

Transaction Date: 09/17/2011
Paid By: University
Personal: Yes No
Amount: * \$14.40 USD
Charge: KILWIN'S OF MIAMI BEAC
City: * MIAMI BEACH
Description: * KILWIN'S OF MIAMI BEAC Ent
Purpose:
Attendees: (None) Attendees
Accounting: 101902 (WOMEN'S VOLLEYBALL) 3625 (ENTERTAIN - OTHER)

2. The entire charge amount is added to the **Travel Card** account section to be paid to U.S. Bank by UM.

Type	No.	Transaction Date	Amount *	Description
	1	09/17/11	\$14.40 USD	KILWIN'S OF MIAMI BEAC Entertainment - Other

Items: 1 Unapproved: \$0.00 USD Reimburse: \$0.00 USD **Travel Card: \$14.40 USD**

Scenario 2: Partially Personal Charge

- To enter the corrections to the charge, click on the desired charge in the Expense Table. Enter the missing fields, i.e. purpose, account, and sub object code. Then click the Itemize button.

The Expense Table shows the following items:

Type	No.	Transaction Date	Amount *	Description
	1	09/17/11	\$14.40 USD	KILWIN'S OF MIAMI BEAC Entertainment - Other
	2	09/21/11	\$375.00 USD	Entertainment - Meals
	3	09/24/11	\$371.74 USD	OUTRACK # 4717 - Trip

The Item #2 Details form shows the following fields highlighted in red:

- Transaction Date: 09/21/2011
- Paid By: University
- Personal: Yes No
- Amount: * \$375.00 USD
- Charge: THOMAS JEFFERSON FOUND
Currency Rate Conversion
- City: * 04349849822
- Vendor: THOMAS JEFFERSON FOUND
- Description: * Entertainment - Meals
- Meal Type: Breakfast Lunch Dinner
- Purpose: *
- Attendees: (None) Attendees
- Accounting: 101902 (WOMEN'S VOLLEYBALL) 3624 (ENTERTAIN-FOODBEVREC)

- Select the same expense type from the Add Itemized Item list. Enter the business-related amount and complete the rest of the required fields. Then click the Done Itemizing button.

The 'Add Itemized Item' form shows the following categories:

- Lodging: Hotel
- Meal: Breakfast - Trip, Dinner - Trip, Entertainment - Meals, Lunch - Trip, Meeting Assistance, Per Diem Meals
- Other: Abstract and Presenter Fees, Copying/Printing, Dues/Membership, Entertainment - Other, Health Club, Internet Access Fee, Laundry, Other, Phone Charges, Registration Fee, Rental Other, Shipping/Postage, Supplies, Tips
- Transportation: Airfare, Baggage/Airline Fees, Bus, Car Rental, Gas for Auto Rental, Mileage, Mileage Allowance, Parking, Rail, Taxi, Tolls

The Item #2.1 Details form shows the following fields highlighted in red:

- Itemized: \$300.00; Remaining: \$75.00
- Transaction Date: 09/21/2011
- Paid By: Employee University
- Amount: * \$300.00 USD
- City: * 04349849822
- Vendor: THOMAS JEFFERSON
- Description: * Entertainment - Meals
- Meal Type: Breakfast Lunch Dinner
- Purpose: *
- Attendees: (None) Attendees
- Accounting: 101902 (WOMEN'S VOLLEYBALL) 3624 (ENTERTAIN-FOODBEVREC)

- The Itemized Amount now appears in the **Travel Card** amount section to be paid to U.S. Bank by UM. The remaining amount is added to the **Unapproved** amount section. **The cardholder must pay this amount directly to U.S. Bank before the billing due date.**

The Expense Table shows the following items:

Type	No.	Transaction Date	Amount *	Description
	1	09/21/11	\$300.00 USD	Itemized

Scenario 3: Completely Personal Charge

1. To enter the corrections to the charge, click on the desired charge in the Expense Table. Change the Personal field to Yes. Enter the missing fields, i.e. purpose, account, and sub object code. Then click the Done button.

The image shows two screenshots from a software interface. The left screenshot is an 'Expense Table' with three items. Item 3, dated 09/24/11 for \$371.74 USD, is highlighted with a red box. The right screenshot is the 'Item #3 Details' form for 'Dinner - Trip'. The 'Personal' field is set to 'Yes' (circled in red). The 'Amount' is \$371.74 USD. The 'Charge' is 'OUTBACK #4717'. The 'City' is 'CHARLOTTESVILLE'. The 'Restaurant' is 'OUTBACK #4717'. The 'Description' is 'OUTBACK #4717 Dinner - Trip'. The 'Purpose' is 'test'. The 'Attendees' are '(None)'. The 'Accounting' is '101902 (WOMEN'S VOLLEYBALL) 3611 (EMPL.DOMEEST.TRAVEL)'. The 'Done' button is circled in red.

2. The entire charge amount is added to the **Unapproved** amount section. **The cardholder must pay this amount directly to U.S. Bank before the billing due date.**

The image shows the 'Expense Table' after the charge has been processed. The 'Unapproved' amount is now \$371.74 USD, which is circled in red. The table contains one item: Item 1, dated 09/24/11, for \$371.74 USD, described as 'OUTBACK #4717 Dinner - Trip'.

Don't see the Charges tab? The cardholder must first log in to UMeNET and give you access to their charges: <http://www.miami.edu/accounts-payable/Disbursement/Assign.pdf>