Travel Card Purchases:
Special Instructions for Non-employee airfare purchases

There are instances in the normal course of business that may require the university to purchase and pay for airline tickets to facilitate non-employee travel for University business. For example, when recruiting for open positions, a department may need to purchase an airline ticket so that candidates may travel to campus for interviews. The University purchase of airline tickets for non-employees will now be facilitated via the new Travel Card, issued to a University employee who is responsible for making travel arrangements and purchasing airline tickets. The instructions below will guide the Travel Card holder through the process of submitting the airline ticket expense for approval and University payment of the credit card balance.

**Note:** As with all other expenses incurred with the Travel Card, airline ticket expenses for non-employees need to be submitted via an eBERF immediately after the expenses have loaded into the ARIBA system. In order to ensure that the University can remit payment directly to US Bank, final approval of all expenses must be obtained by the dates provided in the Travel Card Cycle Schedule.

Non-Employee airfare purchases do not need to be tracked as Advance Purchases, outlined below are the instructions to enter a non-employee airfare expense that was charged to your University Travel Card.

**Instructions:**

1. Use your Travel Card to book the non-employee’s future airfare expense
2. Once the Travel Card charge loads into UMeNET (you will receive an email), reconcile it in an eBERF:
   a. Click on **Create** from the Actions Toolbar. Then select **eBERF**.
   b. Enter the header information for the eBERF. This includes **Title**, **Payee**, and **Business Purpose**.

**Note:** The Business Purpose must include (1) the reason for the trip and (2) the dates of the trip.

c. Click the **Charges** tab.

![Charges tab](image)

<table>
<thead>
<tr>
<th>Add Item</th>
<th>Item Details</th>
<th>Charges (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Select an expense item from the table on the left to view its details. You can also perform a mass edit or mass delete on multiple selected items. Shift-click to select multiple adjacent items. Control-click to select multiple non-adjacent items.

d. Check the box next to airfare expense you want to reconcile. Then click the **Add Charges** button.

![Add Charges](image)

<table>
<thead>
<tr>
<th>Type</th>
<th>Date</th>
<th>Amount</th>
<th>Merchant Id</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>02/14/12</td>
<td>$597.90</td>
<td>AMERICAN 011230415009000</td>
</tr>
<tr>
<td></td>
<td>02/14/12</td>
<td>$178.30</td>
<td>ANA     02797120712</td>
</tr>
<tr>
<td></td>
<td>02/22/12</td>
<td>$616.65</td>
<td>MARriott 000000000000000</td>
</tr>
<tr>
<td></td>
<td>02/24/12</td>
<td>$400.00</td>
<td>AMERICAN 011230415009000</td>
</tr>
</tbody>
</table>

- Check the box next to airfare expense you want to reconcile. Then click the **Add Charges** button.

- Then enter the flight information including To, From, Airline, and Travel Card. **Be sure to enter the Departure Date for each leg of the trip as the transaction date.** Then click the **Done** button.

- In this example, the Departure Dates should both be 2/14/12.

![Flight Details](image)

- Then enter the flight information including To, From, Airline, and Travel Card. **Be sure to enter the Departure Date for each leg of the trip as the transaction date.** Then click the **Done** button.

- In this example, the Departure Dates should both be 2/14/12.

- Then enter the flight information including To, From, Airline, and Travel Card. **Be sure to enter the Departure Date for each leg of the trip as the transaction date.** Then click the **Done** button.

- In this example, the Departure Dates should both be 2/14/12.

**Note:** The system requires that you have at least 2 lines in the Flight Details window.
g. Click the **Edit** button for Accounting.

![Image of Edit button for Accounting]

h. Enter your Account and Object Code information before clicking the **Done** button.

![Image of Accounting entry screen]

i. Then click the **Done** button for the Airfare expense.

![Image of Airfare expense entry screen]

**Note**: The Advance Purchase field should be left at **No**.

j. Click the **Continue** button to move to the Summary screen.
k. Scan and attach the original receipts to the eBERF so your approvers have something to review. **NOTE:** When possible, please save attachments as PDF files before attaching.

l. Verify the approval flow is correct by select the Approval Flow tab.

![Approval Flow Tab](image)

m. If everything is correct, click the Submit button.

![Submit Button](image)