

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

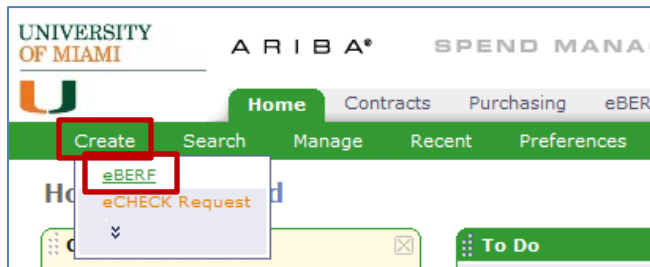
There are instances in the normal course of business that may require the university to purchase and pay for airline tickets to facilitate non-employee travel for University business. For example, when recruiting for open positions, a department may need to purchase an airline ticket so that candidates 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:

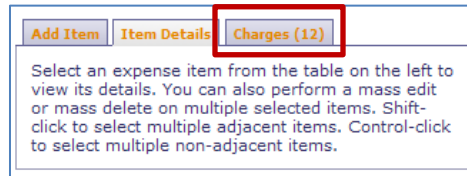
1. Use your Travel Card to book the non-employee’s future airfare expense
2. Once the Travel Card charge loads into UMeNET (you will receive an email), reconcile it in an eBERF:
 - a. Click on **Create** from the Actions Toolbar. Then select **eBERF**.



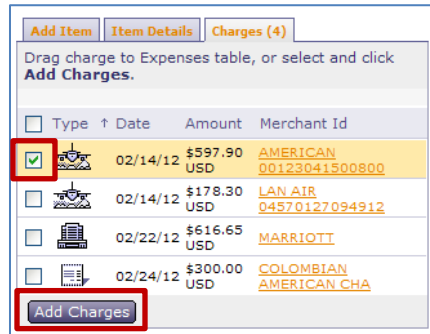
- b. Enter the header information for the eBERF. This includes **Title**, **Payee**, and **Business Purpose**.

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

- c. Click the **Charges** tab.

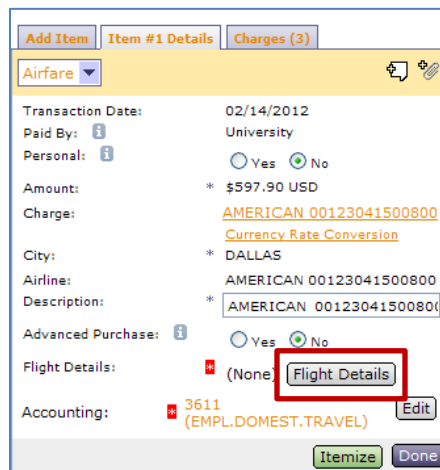


- d. Check the box next to airfare expense you want to reconcile. Then click the **Add Charges** button.



<input type="checkbox"/>	Type	Date	Amount	Merchant Id
<input checked="" type="checkbox"/>	Airfare	02/14/12	\$597.90 USD	AMERICAN 00123041500800
<input type="checkbox"/>	Airfare	02/14/12	\$178.30 USD	LAN AIR 04570127094912
<input type="checkbox"/>	Hotel	02/22/12	\$616.65 USD	MARRIOTT
<input type="checkbox"/>	Hotel	02/24/12	\$300.00 USD	COLOMBIAN AMERICAN CHA

- e. Click the **Flight Details** button.

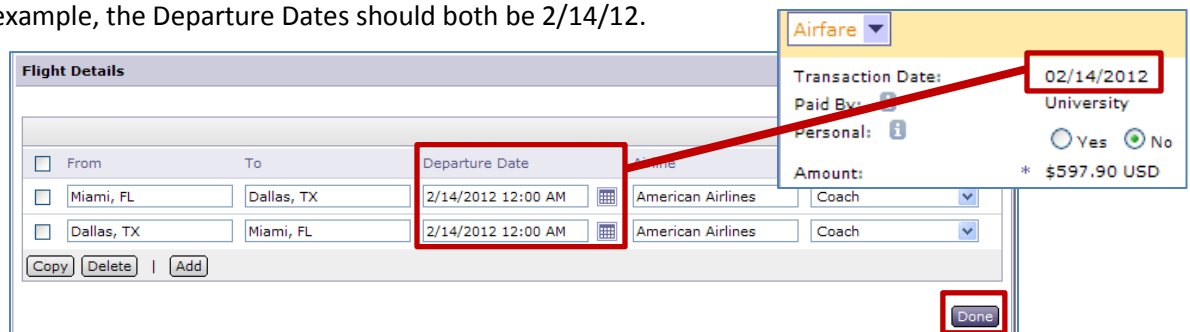


Airfare

Transaction Date: 02/14/2012
 Paid By: University
 Personal: Yes No
 Amount: * \$597.90 USD
 Charge: AMERICAN 00123041500800
 City: * DALLAS
 Airline: AMERICAN 00123041500800
 Description: * AMERICAN 00123041500800
 Advanced Purchase: Yes No
 Flight Details: (None) **Flight Details**
 Accounting: 3611 (EMPL.DOMEST.TRAVEL) Edit

Itemize Done

- f. 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

<input type="checkbox"/>	From	To	Departure Date	Airline	Class
<input type="checkbox"/>	Miami, FL	Dallas, TX	2/14/2012 12:00 AM	American Airlines	Coach
<input type="checkbox"/>	Dallas, TX	Miami, FL	2/14/2012 12:00 AM	American Airlines	Coach

Copy Delete | Add

Done

Airfare

Transaction Date: 02/14/2012
 Paid By: University
 Personal: Yes No
 Amount: * \$597.90 USD

Note: The system requires that you have at least 2 lines in the Flight Details window.

- g. Click the **Edit** button for Accounting.

Transaction Date: 02/14/2012
Paid By: University
Personal: Yes No
Amount: * \$597.90 USD
Charge: AMERICAN 00123041500800
City: * DALLAS
Airline: AMERICAN 00123041500800
Description: * AMERICAN 00123041500800
Advanced Purchase: Yes No
Flight Details: * American Airlines - Miami, FL to Dallas, TX (More...)
Accounting: * 3611 (EMPL.DOMEST.TRAVEL) [Edit]

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

Account: * 160614 (ACCOUNTS PAYABLE ADMINISTRATION) [select]
Sub Object: * 3611 (EMPL.DOMEST.TRAVEL) [select]
Split Accounting
Done Cancel

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

Transaction Date: 02/14/2012
Paid By: University
Personal: Yes No
Amount: * \$597.90 USD
Charge: AMERICAN 00123041500800
City: * DALLAS
Airline: AMERICAN 00123041500800
Description: * AMERICAN 00123041500800
Advanced Purchase: Yes No
Flight Details: * American Airlines - Miami, FL to Dallas, TX (More...)
Accounting: 160614 (ACCOUNTS PAYABLE ADMINISTRATION) 3611 (EMPL.DOMEST.TRAVEL) [Edit]

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

- j. Click the **Continue** button to move to the Summary screen.

Continue Exit

- 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.



The screenshot shows a web application window titled "B182906: Sample: Entering Non-Employee Airfare Charges". Below the title is a subtitle: "Create or review the eBERF. Fill in the basic information (such as the title). To add eBERF line items". There are three tabs: "Summary", "Approval Flow", and "Policy Violations". The "Approval Flow" tab is highlighted with a red box. Below the tabs, there is a "Report Title:" field with the text "Sample: Entering Non-Employee Airfare Charges" and an asterisk. Below that is an "Expense Report Type:" dropdown menu with "Standard Expense Report" selected.

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



The screenshot shows three buttons: "Go To Items", "Submit", and "Exit". The "Submit" button is highlighted with a red box.

Last Updated 08/08/2013