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.

2. The entire charge amount is added to the Travel Card account section to be paid to U.S. Bank by UM.
Scenario 2: Partially Personal 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 Itemize button.

2. 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.

3. 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.
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. Click the **Done** button.

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.**

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](http://www.miami.edu/accounts-payable/Disbursement/Assign.pdf)