Purchasing Card
Travel User's Manual

Immediately Report Lost, Stolen or Fraudulent Charges to:
U.S. Bank's Customer Service at 800-344-5696

For Questions contact the Campus
UW Platteville Purchasing Card Coordinator:
Lew Bettinger or May Xiong
2200 Ullsvik Hall
Phone: 342-1221 Fax: 342-1169
Email: purchasing@uwplatt.edu

UW Richland or Baraboo Sauk County Coordinator:
Angie Coenen
UW Richland, 405 Melvin Hall
UW Baraboo TBD
coenena@uwplatt.edu
Phone: 608-800-6812 Fax: 608-647-3812

For Travel Questions:
Bobbie Jo Post or May Xiong
2200 Ullsvik Hall
Phone:608-342-1347 Fax:608-372-1169
Email: travel@uwplatt.edu

More information can be found on the UW Platteville Purchasing and Travel website
1. **Introduction**

The Purchasing Card (p-card) is a tool UW Platteville staff and faculty can use to make low-dollar purchases (through $5,000.00) for official campus needs. The p-card delegates authority to purchase low-dollar items directly to you, the designated cardholder, enabling you to purchase supplies faster and more easily. You will no longer have to create a purchase requisition prior to buying qualifying items. Instead, you may purchase these low-dollar items with a VISA card issued in your name.

In brief, a purchasing card is:
- For official state/campus use only
- Authorized for best judgment purchases under $5,000.00
- Authority granted by UW Platteville to individual campus employees
- Authorized for travel purchases
- A purchasing card is NOT:
  - A means to avoid appropriate procurement or payment procedures
  - A card to access cash or credit
  - A right of employment for personal use
  - To be used for OIT related purchase without prior approval of OIT
  - To be used for purchases of services without prior approval of the Purchasing Department

**Benefits of using a Purchasing Card**
- Reduce time needed to purchase and receive supplies
- Reduce the number of Purchase requisitions and purchase orders
- Reduce invoicing problems
- Reduce the number of checks issued
- Campus rebate

2. **Personal Liability and Your Credit Rating**

The use of the Purchasing Card does NOT affect personal liability for the cardholder. Your credit rating will not be affected. However, remember that you sign an agreement prior to receiving the card and as such you are responsible for any misuse of the card as outlined in this manual.

The use of the purchasing card results in campus liability. The US Bank/VISA Purchasing Card Program provides liability protection to the State once notification of any loss, theft or fraudulent use is made. However, the same level of liability protection does not apply to cards that are made available to multiple users. **Therefore, each purchasing card must be used only by the person whose name appears on the card.**

The program's continued success depends greatly upon its responsible use. It is imperative that you abide by the guidelines and restrictions in this manual and not risk the program by using the Purchasing Card to circumvent procurement policy or to avoid following normal purchasing procedures.

3. **Random Audits**

The State Bureau of Procurement, State Controller's Office and agency purchasing and
accounting staff conduct random audits of purchasing card use. The primary purpose of these audits is to ensure that the Purchasing Card program procedures are being followed and that:

- Purchase volume appears reasonable
- The card is being used for appropriate transactions
- Documentation is complete
- DOA Mandatory contracts are being followed, a list of Mandatory contracts can be found at: [http://vendornet.state.wi.us/vendornet/procman/prob2b.asp](http://vendornet.state.wi.us/vendornet/procman/prob2b.asp)

4. **Guidelines for Card Use**

You must tell the vendor the transaction is tax-exempt as an agency of the State of Wisconsin. The tax-exempt number is shown on your purchasing card (ES 40706). If you are charged tax in error it is your responsibility to contact the vendor for a credit, or reimburse the amount of the tax to the University. All in-state and many out-of-state vendors honor this exemption. Check the [U.S. States' Sales and Use Tax Exemptions list at the UWTravelWise website](https://uwtravelwise.wisc.edu/) for participating states and respective exemption certificates. States not listed on this website either do not impose sales and use taxes OR they do not allow the UW System any tax exemptions.

5. **Travel ([https://www.uwplatt.edu/financial/travel](https://www.uwplatt.edu/financial/travel))**

All travel purchases must follow set Policy and Procedures. The Policy and Procedures along with the Lodging/Meal & Incidental Calculator can be found on the UWTravelWise site ([https://uw.foxworldtravel.com/](https://uw.foxworldtravel.com/)).

**For the latest travel updates subscribe to the UW-Platteville Travel Blog**

Travel that can be on the Purchasing Card includes:
- Airfare purchased through Fox World Travel in accordance with Policy*
- Lodging-room only** (PCard statement must have print out of Lodging/Meals & Incidental calculator (found on the UWTravelWise site) rate print out. See attached for example)

Booking/Reservation Options:
- Individual Reservations
- Online using Concur
- With a Fox World Travel Agent
- With the conference service or site for external conference reservations

Group Room Blocks or Meeting/Event Needs
- Directly with the lodging property for group block needs or when a required lodging establishment is not available within Concur or with Fox agents.
- Required business use of the internet or wireless network incurred at the lodging site, during air travel, etc.
- Parking-Hotel and Airport
- Rental Vehicles ([A Vehicle Use Agreement must be on file with Risk Management and the State Department of Administration](https://riskmanagement.uwplatt.edu/)) before renting a vehicle or driving a rented vehicle.
- Car Rental Gas
• Misc. Supplies purchased at the conference such as books and materials for teaching.
• Tolls-Per trip
• Commercial transportation such as train, taxi, bus, and shuttles
• Hosted Meals***

Travel that is NOT allowed on the Purchasing Card:
• Airfare not purchased through Fox World Travel*
• Individual Meals (these are now Per Diem amounts)
• Lodging purchased through third party vendors such as Expedia, Travelocity or Orbitz**
• Tolls-1-Pass prepayment
• Gas in Personal vehicles

*Airfare Policy 1201 states: Effective July 1, 2015 any airfare that is purchased outside of Concur or Fox World Travel, will not be paid or reimbursed by the University.

**Use of these sites often require full prepayment, don't offer the appropriate level of receipt information, present risk/loss of funds to the University when rooms are not used or cancelled and, in general, don't meet the business objectives of the University's managed travel program.

***Meal rates for University-sponsored or hosted events, such as receptions and business meetings, must follow the Headquarter City & UW System Sponsored Events Policy and be accompanied with the Event-Meal Payment Form.

Travel Tips and UW System TER Tips can be found on the UW-Platteville Travel Website
https://www.uwplatt.edu/financial/travel

6. **Access to US Bank website ACC ESS**

The US Bank Access website allows you to view statements, check pending transactions, and check credit limits and available credit, among other items. You can also set yourself up to receive email notification of when statements are available.

1) Go to https://access.usbank.com
2) Click Register Online
3) Enter Short Name: stwisc
4) Enter your Account Number and expiration dates
5) User ID’s must be 7 to 12 characters in length and can be alpha or numeric
6) Passwords must be 8 to 20 characters in length with at least one alpha and one numeric character
7) User Verification is used to authenticate your account if you forget your user Id or Password
8) When establishing your profile, you must click "Additional Account" to enter
more than one card
When entering information in self-registration if any of the information is not valid the system returns an error message. You have three attempts to correct the information. If all three attempts fail, the account with incorrect information will be locked out from self-registration. You will need to contact US Bank Customer Service at 1-877-887-9260 to unlock your account.

For email notifications go to the Access website:
1) Personal information
2) Click "Personal Information"
3) Click "email Notification"
4) Click "Add Cardholder Account"
For Transactions posted between 10/18/2019 and 11/01/2019

<table>
<thead>
<tr>
<th>Tran Date</th>
<th>Post Date</th>
<th>Merchant</th>
<th>City, State Reference Number</th>
<th>Orig Cur.</th>
<th>Tax Freight</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/18/19</td>
<td>10/21/19</td>
<td>HILTON GARDEN INN OSHK</td>
<td>OSHKOSH, WI 24096049292041600269610</td>
<td>188.00</td>
<td>0.00</td>
<td>188.00</td>
</tr>
</tbody>
</table>

Folio # 462541
Check in Date 10/18/19
Lodging Dates 0000
Total Tax Amount 0.00
Total Other Amount 0.00

Reallocate Funding to: PA 2850 PP2850
Business Purpose: Hotel Purchasing Conference

Total Transactions: 1
Amount: $188.00

Cardholder Signature: [Signature] 11/4/2019
Supervisor/Site Manager Signature: [Signature] 11/4/19

ACCOUNT SUMMARY

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>PURCHASES, FEES &amp; ADJUSTMENTS</td>
<td>$188.00</td>
</tr>
<tr>
<td>DISPUTE AMOUNT</td>
<td>$0.00</td>
</tr>
<tr>
<td>CREDITS</td>
<td>$0.00</td>
</tr>
<tr>
<td>STATEMENT TOTAL</td>
<td>$188.00</td>
</tr>
</tbody>
</table>
**Hilton Garden Inn Oshkosh-WI**

Room No: 133/K1  
Arrival Date: 10/16/2019 4:57:00 PM  
Departure Date: 10/18/2019 12:47:00 PM  
Adult/Child: 1/0  
Cashier ID: A00C87E2  
Room Rate: 94.00  
AL:  
HH #:  
VAT #:  
Folio No/Che 462541 A

Confirmation Number: 3161786030

**Hilton Garden Inn Oshkosh-WI 10/18/2019 12:47:00 PM**

<table>
<thead>
<tr>
<th>DATE</th>
<th>REF NO</th>
<th>DESCRIPTION</th>
<th>CHARGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/16/2019</td>
<td>2145606</td>
<td>GUEST ROOM EXEMPT</td>
<td>$94.00</td>
</tr>
<tr>
<td>10/17/2019</td>
<td>2145981</td>
<td>GUEST ROOM EXEMPT</td>
<td>$94.00</td>
</tr>
<tr>
<td>10/18/2019</td>
<td>2146269</td>
<td>VS *8683</td>
<td>($188.00)</td>
</tr>
</tbody>
</table>

**BALANCE**: $0.00

A fee of up to 250 USD will be assessed for smoking in a non-smoking room. Please ask the Front Desk for locations of designated outdoor smoking areas.

**Credit Card Details**

- APFR CODE: 039426  
- CARD NUMBER: VS *8683  
- TRANSACTION ID: 2146269  
- MERCHANT ID: 500356170  
- EXP DATE: 03/23  
- TRANS TYPE: Sale
2019 UW-System Fall Purchasing Conference

University of Wisconsin Oshkosh
October 17-18, 2019

DAY 1: Thursday, October 17 – 10:00 AM – 5:00 PM

All Meetings located in Culver Family Welcome Center
625 Pearl Ave, Oshkosh, WI 54901

9:30 – 10:00 AM REGISTRATION

10:00 AM WELCOME / INTRODUCTIONS (Brian Klinger)

Opening Remarks –
UW Oshkosh Chancellor Andrew Leavitt
Jim Fletcher (Vice Chancellor, Office of Finance and Administration)

10:30 AM -12:00 PM JAGGAER P2P APPROVED – WHAT’S NEXT? (Ruth Anderson, Tom Scrivener, Brent Tilton, Lori Voss)
• Business Case Summary
• Timeline
  • Modules for Phase 1
  • Modules for Phase 2
• Resources
• Governance

12:00-1:00 PM LUNCH

1:00-2:00 PM TOPIC POTPOURRI
• Laboratory Supply Contract Update (Hartley Murray)
• Sponsorships – Exchange of services between University and Supplier (Monica Litterer)
• Non-Travel Reimbursement Process – How are these being processed and audited in adherence to purchasing regulations and contract compliance? (Monica Litterer)
• Hotel and Event Contract Process – How are campuses reviewing (including procurement authority) and signing off? (Pam Loignon)
• P-card Auditing: food for group travel, food for headquarters city, sponsored events (Ryan Moore)
• P-card Click-Through Agreements – Guidance on how to manage. (Ryan Moore)
• Contract Routing Process – How do campuses route contracts for appropriate signature authority? (Brian Klinger)
2019 UW-System Fall Purchasing Conference

University of Wisconsin Oshkosh
October 17-18, 2019

**DAY 2:** Friday, October 18 – 8:00 AM – 12:00 PM

All Meetings located at Hilton Garden Inn
1355 West 20th Ave, Oshkosh, WI 54902

6:30-8:00 AM  BREAKFAST- Yeager Whitmann & Mitchell Room

8:00-8:30 AM  SHARED SERVICES UPDATE (Rhonda Loger)

8:30-10:00 AM OSHKOSH CORPORATION – STRATEGIC PROCUREMENT STRATEGIES AND PANEL DISCUSSION

- Lee Dreas, Vice President of Global Procurement & Supply Chain
- Ken Ferber, Global Business Process Manager
- Kelly Coles, Director Global Procurement & Supply Chain
- Alec Streeter, Director Global Trade Compliance
- Melissa Joyce, Director of Logistics

10:00-10:15 AM  BREAK

10:15-11:00 AM  TRAVEL TOPICS/UPDATES IN UW-SYSTEM (Elizabeth Dressel, UW-System, Director of Travel Management Services)

11:00 AM-12:00 AM  DATA & REPORTING (Brent Tilton, Hartley Murray, Tom Scrivener)

remainder of time (if applicable)  TOPIC REVISIT/ANY NEW TOPICS

End at 12:00 PM
Lodging Maximums and M&IE Per Diem Allowance Calculation

<table>
<thead>
<tr>
<th>Date</th>
<th>Lodging Maximum</th>
<th>M&amp;IE Per Diem Allowance</th>
<th>Location</th>
<th>Provided Meals</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/16/2019 (Wed)</td>
<td>$96.00</td>
<td>$22.50</td>
<td>Oshkosh, WI (Winnebago County)</td>
<td>☐ Breakfast</td>
</tr>
<tr>
<td>10/17/2019 (Thu)</td>
<td>$96.00</td>
<td>$40.00</td>
<td>Oshkosh, WI (Winnebago County)</td>
<td>☐ Lunch</td>
</tr>
<tr>
<td>10/18/2019 (Fri)</td>
<td>$33.75</td>
<td></td>
<td>Oshkosh, WI (Winnebago County)</td>
<td>☐ Breakfast</td>
</tr>
</tbody>
</table>

Location Lodging Maximum: $192.00*
Location M&IE Allowance: $96.25*

Lodging Maximum (All Locations): $192.00*
Total M&IE Allowance (All Locations): $96.25*

Lookup Date: 10-30-2019 11:16:09 AM
☐ = Provided Meal Included

*Disclaimer: The UW TravelWise calculator is the official source of University travel rates to estimate lodging and M&IE Per Diem Allowance maximums prior to making trip arrangements. Maximums are updated monthly using the federal government’s rate file, amounts vary and are based on the entry of month/date/location of travel. Lodging maximums do not include taxes. In some states outside of Wisconsin, the UW does not have tax exemption and in these cases, the maximum rate applies only to the base nightly rate for the hotel. Travelers are advised that reimbursement rates change on a monthly basis and the reimbursable maximum may vary slightly from the point of initial lookup. For reference purposes only, historical rates are maintained in accordance with the University's Accountable Plan requirements for timely filing of expense reports. Please contact your department travel coordinator or institution's travel manager with further lodging or M&IE Per Diem questions.
For Transactions posted between 09/06/2019 and 09/20/2019

<table>
<thead>
<tr>
<th>Tran Date</th>
<th>Post Date</th>
<th>Merchant Name</th>
<th>City, State</th>
<th>Reference Number</th>
<th>Orig Date</th>
<th>Orig Time</th>
<th>Tax Amount</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/06/19</td>
<td>09/09/19</td>
<td>DOMINO'S 2017</td>
<td>563-513-7626, WI</td>
<td>2444509250590482340619</td>
<td>55.25</td>
<td>0.00</td>
<td>0.00</td>
<td>55.25</td>
</tr>
<tr>
<td>09/11/19</td>
<td>09/12/19</td>
<td>WAL-MART #0958</td>
<td>PLATTEVILLE, WI</td>
<td>24226389255909107473628</td>
<td>225.23</td>
<td>0.00</td>
<td>0.00</td>
<td>225.23</td>
</tr>
</tbody>
</table>

Total Transactions: 2  Amount: $280.48
Domino’s Pizza
2017
(608) 348-3060

Rewards Code: rGM92NZM

i/2019 5:00 PM
Server 7238
Order 593630

TIMED * TIMED

Domino’s Pizza #2017

REBECCA FISHER
1 UNIVERSITY PLZ
ROYCE HALL , ITEMIZED
(262) 339-7336

-----------Order-----------------
LG Hand . $27.20
Sausage
LG Hand . $24.00
LG Hand . $13.60
Pepperoni
Each Receipt $0.00
Each Plates $0.00
or more Large 1 Topping Pizz -$20.40
(_9118)
Delivery Charge $2.85

Amount $47.25
Tip $8.00
Total $55.25

I AGREE TO PAY THE ABOVE TOTAL AMOUNT ACCORDING TO CARD ISSUER AGREEMENT

THIS ORDER CAN STILL EARN POINTS TOWARD FREE PIZZA!
VISIT DOMINOS.COM/CLAIMREWARDS WITHIN 30 DAYS TO CLAIM YOUR POINTS.

DEL EXPS ID. 

ANY DELIVERY CHARGE IS NOT A TIP PAID TO YOUR DRIVER
Events-Meal Payment Form

A completed copy of this form and the required documentation should be attached to the payment mechanism (e.g., Employee Reimbursement, Purchasing Card Log, Purchase Requisition, and Catering Invoices). For processing, if the payment is for a Student Center catering charge, please scan and send to generalledger@uwplatt.edu. For all other payments, please send to Financial Services in Suite 2200 of Ullsvik.

Event: Residence Life Ambassador Training Date(s): 9/14/19
Event Purpose: Training our Hall Tour Guides
Event Location: ☑ On campus ☐ Off campus
Note: When held in the headquarters city for the majority of the attendees, the event must be held on campus.
Was a fee collected from participants to cover costs? ☑ Yes ☐ No

1. Allowable Expenses: Justification for allowing meals (Check the line that pertains to the event)
   ☑ The meeting was held at the headquarters city of the majority of the attendees and business could not be effectively conducted without the inclusion of a meal.
   ☑ The meal was provided in the headquarters city and a mealtime speaker was scheduled.
   ☑ Business was conducted during the meal.
   ☐ Facilities were not available near the meeting location for attendees to eat on their own.
   ☐ Other Justification ________________________________

2. Reasonable Approved Expenses:
   ☑ The meal expenses, for State/UW employees, including tax and tip, were within the allowable State maximums and meal expenses for all non-State/UW employees are reasonable and in accordance with the Division's Dean/Director's office policy.
   ☐ All SUFAC meals are within allowable SUFAC maximums

3. Participant Information:
   ☑ A participant list for meals is provided or the number of attendees is provided depending on the documentation requirements listed in #5 "Documentation Required" on next page

4. Proof of Payment for reimbursement or Required Document for payment: (Check the line that pertains)
   ☑ Original detailed invoice/receipt showing amount paid is attached. (Solitary credit card slips are not sufficient)
   ☑ A copy or handwritten receipt is attached because: ___________tip on second receipt________
   ☑ Vendor will submit original invoice. (When form is used as part of the purchase order process.)
   ☐ Invoice attached (Catering Chargebacka)
5. Attach Documentation Required:

Types of Events and Required Documentation: (Choose one and attach required documentation)

1. Business Meeting or Informational Session
   - Agenda (shows date, time, & purpose of meeting)
   - Attendees
     (Refreshments – Need only Number of Attendees)
     (Meal – Need list of attendees & affiliation to University)

2. SUFAC sponsored event – open to all
   - Poster, announcement or ad for event that indicates that everyone is invited, date, time, and location

3. UWP sponsored event – open to all or invite list
   - Poster, announcement, invitation, or ad for event that indicates who is invited, date, time and location

4. UWP sponsored event – fee charged for meal/breaks
   - Registration form or brochure indicating fee and specifically what is included in the fee (meals, breaks, etc)

5. UWP sponsored meeting, conference, camp, or training – fee charged
   - Brochure or registration form that indicates costs included in fee (meals, breaks, misc.)

6. Performer, speaker or presenter – meal/breaks
   - Copy of contract or agreement specifying that a meal/break is to be provided

7. Grant-Sponsored Event (Fund 133)
   - Invite to Event, Budget Info, Names of participants (when meal provided),
     Number of participants (when break items provided)

8. Press box lunches, recruiting meal passes, child care meals/snacks
   - No documentation required

(Signature of Approving Official/Account Mgr.) Not required if included in the payment mechanism.

Contact for Questions:

_________________________  _______________________
Name                               Phone#
RLA Training: Fall 2019

Friday, September 6, 2019
Royce Hall Conference Room
4:00 – 6:00PM

4:00 PM  5-minute Ice Breaker

4:10 PM  Intro
- Purpose
- Role Model/Responsibility
  - Card Access
  - Face of Department/University
- Expectations
- Apparel/Professionalism
  - Nametags
  - Shoes, no-hole pants, etc

4:30 PM  Schedule & Time Management
- Tour Schedule (possible schedule tour dates we are aware of...bring semester schedule)
- Time Management (get extra booklets for tour guides)
  - Do one of the time management activities

4:50 PM  Frequently Asked Questions (eat while discussing)

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5:00 PM  Dinner (pizza or subs or something while discussing commonly asked questions)

5:30 PM  University/Department History
- Department Mission
- Gender Inclusive Housing
- LLCs & ICs
- Traditional Programs
- Signing-up for housing (get in deposit...sooner better than later)

Wrap-Up  Did they just say that?
- Keep the department mission in mind
  - Example: someone asks about gender inclusive housing, etc.
  - Answer questions in ways that explain our mission

6:00 PM  Building Walk-throughs
- Meet/ner
List of Attendees

Will Fater
Rissa Flintrop
Brianna Vaughn
Maddie Moe
Jenna Feavel
Kelsey Potratz
Jamie Hernandez
Bradley Kostein
Gabby Pawlak
7. **Statement Verification**

- Biweekly you will receive a statement of your purchasing activity directly from the credit card company. Check off each transaction on the Purchasing Card Record as you compare it to the transaction on the statement from U.S. Bank. If there are inaccuracies and/or erroneous charges, you must resolve them immediately.

**It is your responsibility as the cardholder to verify the correctness of the statement against your purchase record and receipts.**

B. As part of the reconciliation process, you must keep all credit card slips, cash register receipts, packing slips, etc. You must provide a brief description of the item(s) purchase as well as the business purpose.

C. When paying for lodging; either conference or business travel, an agenda/trip justification must be included with the statement. If the trip spans more than one statement backup material only needs to be sent to the purchasing office once, with the first statement. The date of the first statement needs to be put on the subsequent statements for verification of the material(s).

- When paying for lodging, the lodging rate calculator from UWTraveWIse must be included with the reconciliation

D. After you have reconciled your statement, you must **sign the statement** and send it to your supervisor who will then send the statement to the Purchasing Card Coordinator along with all original receipts. You should reconcile your statement as soon as possible after you receive it from the credit card company. At that time all purchases will be audited for compliance with State of Wisconsin, UW System, and UW-Platteville policies and procedures.

E. Statements not received in Purchasing by the due date shown on the list of Billing Cycle Dates will be marked as late. **Three** late statements will be cause to suspend your Purchasing Card.

8. **Resolving Errors and Disputes**

Resolving Purchasing Card problems is very similar to the process you would follow with a personal credit card. Disputed billings can result from failure to receive goods charged, fraud or misuse, altered charges, duplicate charges, or unprocessed credits. You should contact the vendor first to resolve any outstanding issues, and this should settle most problems.

If you suspect fraud contact U.S. Bank direct at the phone number shown on the front of this manual and the back of your card. Notify the Purchasing Card Coordinator (608-342-1221) as soon as possible. As a cardholder you are responsible for following up with the vendor or Card Member Customer Service, as soon as possible, on any erroneous charges, disputed items, or returns. If the problem is non-receipt of an order and the vendor claims to have shipped it, contact Central Receiving (342-1144) to see if the order has arrived. If it arrived without an adequate delivery address, Central Receiving may be holding it pending identification or it may have been returned to the vendor.

**Disputed Items:**

If you have a disputed charge and cannot reach resolution with the supplier, complete the
U.S. BANK Visa Purchasing Card billing Inquiry Form and send it to U.S. BANK Financial Services with a copy to your Campus Purchasing Card Coordinator.

This written notice of dispute must be received by U.S. BANK within sixty (60) days of the date that U.S. Bank sent the first statement or transaction file. If notification is not made within this period, the transaction is considered valid. If initial contacts with the vendor and Card Member Customer Service do not settle the dispute, contact the Purchasing Card Coordinator.

**Credits/Returns:**

Referring to your receipt, request from the merchant that a credit be placed on your card account. If the item was shipped, refer to the shipping form you kept. Documentation should be kept for credits received and for returns or exchanges.

A credit should be issued for any item that the supplier has approved for return. The credit will appear on a subsequent statement. Any item purchased with the VISA Purchasing Card that is returned must be returned a credit to your Purchasing Card. Do not accept a refund in cash, check, or store-credit format. Make sure you keep documentation of credits, returns and exchanges. **If the vendor keeps the original charge slip, you must ask them for a copy, or you should make a copy before returning to the vendor.**

**Credit Limit:**

If the need arises to increase the card limit for a single purchase or permanently raise the limits, have your supervisor email the Purchasing Department to request new limits.

13. **Credit Card Security**

As a cardholder you are responsible for the security of your Purchasing Card and the transactions made against it. The card is issued in your name and you will be held accountable for any purchases made with the card. Although the card is issued in your name, it is the property of the State of Wisconsin and is only to be used for official state purchases as defined in this document. Upon receipt of a Purchasing Card, cardholders are to sign the back of the card immediately and always keep it in a secure place! Your Purchasing Card should be treated with the same level of care you use with your personal credit cards. Guard your Purchasing Card account number carefully. Do not post it or write it in any location that is accessible to others. Do not lend, assign, or in any way share your credit card number with anyone.

Should it become apparent that someone else has used your P-Card **with your permission** it will be cancelled, and you will not be issued another card. If someone uses the card **without your permission** that is considered fraud and the matter will be further investigated. The only person authorized to use the Purchasing Card is the person whose name is on the front of the card. Canceled, revoked, and expired cards shall be cut in half and returned to the Purchasing Office.

**Lost or Stolen Cards**

You should report a lost or stolen card, or other emergency situation, by calling U.S. Bank at 800-344-5696. At the first available opportunity, report the same information to your Campus Purchasing Card Coordinator at 342-1221.

Unlike personal credit cards where cardholders are responsible for paying the first $50.00 if the card is stolen or misused, the Purchasing Card program holds the campus responsible for paying all charges resulting from stolen or misused cards until U.S. Bank has been notified. Such charges
will be passed on to the cardholder's department.

14. **Change in Employment**

If you leave your position at UW-Platteville, or transfer to another department within the university, you must return your Purchasing Card to the Purchasing Card Coordinator. Returned P-Cards will not be re-issued to other employees for use. Before returning a canceled Purchasing Card, cut the card in half.

16. **Food**

Individual meals are strictly **prohibited**. However, food purchases for group meetings and events are allowed. Supplemental documentation must be retained with the purchasing card record for all food purchases that identifies the name and purpose of the function, agenda and who attended it, by name or affiliation. Refer to the UW System Travel Regulation -Appendix A - **Headquarters City and UW-Sponsored Events Policy** which provides details on all UW sponsored events attended by the general public or by UW Employees.

17. **Consequences for Failure To Comply With These Policies**

Failure to comply with policies outlined in this document may result in one of three actions:
- Immediate cancellation of the card
- Reimbursement to UW Platteville for improper or illegal purchases
- Personnel action under UW Platteville, UW System or State of Wisconsin policies, procedures and laws

**Three strikes and you’re out:** Three separate instances of misuse will result in temporary or permanent termination from the p-card program.

Depending on the severity of the misuse any p-card account may terminated any time, without notice at the discretion of the P-card Administrator, Purchasing Director, or Controller.

18. **Supervisor Responsibilities**

- Collect and review Cardholder's statements, and receipts.
- Check for accuracy, reasonableness, appropriateness and compliance with purchasing laws
- Sign statement and send to the Purchasing Department, within 30 days of p-card statement date
- Assist Purchasing Department with obtaining late Cardholder statements.
- When an employee resigns, collect the card and destroy
- Notify the Purchasing Department of any change to a Cardholder's employment status

19. **Key Contacts**

- Campus contacts are listed on the front of the manual
- **US Bank Cardholder Customer Service** 800-344-5696 (Have your account number ready)
  - To report lost or stolen cards on weekends or after normal business hours
  - For questions about your statement
20. **Ethics**

**Code of Ethics for State Public Officials**

UW System employees who are state public officials must comply with the ethical standards in the code of ethics for public officials and employees (Wis. Stats. § 19.41 et). This group includes, generally, the President, vice presidents, and associate and assistant vice presidents of the University of Wisconsin System. Chancellors and vice chancellors of each System university are state public officials. Members of the Board of Regents of the University of Wisconsin System are also state public officials.

The State Ethics Board interprets this code. State public officials who have questions relating to themselves or their organizations may request, in writing, advisory opinions from the Board. The Board reviews these requests in closed session, and opinions are confidential to the extent permitted by law.

**Code of Ethics for Classified Employees**

The Department of Employee Relations has established a code of ethics that applies to all classified state employees, including employees of the UW System and its component parts. This code is located at Ch. ER-MRS 24, Wisconsin Administrative Code.

**CONFLICTS OF INTEREST**

ER-MRS 24 describes prohibited conflicts of interest which occur when an employee's actions may reasonably be expected to produce a private benefit to that employee, a member of that employee's immediate family, or an organization in which the employee has a significant financial interest. ER-MRS 24 discusses conflicts of interest in relation to the following categories:

- **Use of State** Properly-Classified employees may not use state property to gain financial or other benefits, advantages, or privileges for themselves, their families, or organizations in which they have a financial interest.

- **Accepting Money or Gifts**-Classified employees may not accept money or anything of value if the reward could reasonably be expected to influence the employee's official actions, or could be viewed as a reward for any official action or inaction. If representing the state in a lecture or other appearance, the employee may not accept fees or honoraria or personal reimbursement for expenses. However, employees may accept fees and honoraria paid for lectures or appearances on their own time, so long as they notify their appointing authority (the individual who hired them) prior to accepting the fees. Also, employees may accept unsolicited achievement awards if approved by their appointing authority beforehand.

- **Confidentiality**-Classified employees may not use or disclose information gained in the course of employment in a way that could result in the receipt of anything of value for themselves, their families, or organizations in which they have a significant financial interest.

- **Awarding Contracts**-Classified employees, their families, or organizations in which they have a financial interest may not enter into contracts or leases derived from state funding. This rule applies only to a contract or lease involving payments of more than $3,000 within a 12-month period. An exception to this rule occurs when the employee discloses the potential conflicts, and when the employee's appointing authority approves the contract. Appointing authorities may approve such contracts if they determine that doing so will not interfere with the employee's official duties.

- **Nepotism**-Classified employees may recommend, hire, or promote members of their immediate family for permanent, seasonal, or sessional positions if the family member has been certified from an open or competitive promotional register. Employees may not recommend or hire family members for a limited term or project appointment, nor may employees give preferential management decisions to
employees who are members of their immediate family. Immediate family is defined as the classified 
employee’s spouse, and the employee’s relatives by marriage, consanguinity or adoption, and any 
person who receives, directly or indirectly, more than one half of his support from the classified 
employee or from whom the classified employee receives, directly or indirectly, more than one half of 
his support. Note that the definition of “immediate family” in the code of ethics for classified employees 
is different from the definition in the code of ethics for unclassified employees.

AVOIDING CONFLICTS OF INTEREST
Employees who may be involved in any matter that could result in a conflict of interest should take 
one of two courses of action:

• The employee may notify his or her appointing authority in writing. The notification 
should include a description of the matter requiring a decision and the nature of the conflict of 
interest issue. The appointing authority may choose to relieve the employee of the questionable 
assignment.

• The employee may request an advisory opinion from the Department of Employee 
Relations administrator of merit recruitment and selection. The employer may also request an 
advisory opinion. The administrator may protect the identity of the person requesting an advisory 
opinion, or persons mentioned in an opinion.

FREQUENTLY ASKED QUESTIONS

1. Is there a form for getting a p-card?
   Yes. It can be found at: http://www.uwplatt.edu/purchasing

2. If your p-card limit is $2,000 but you need to purchase something for $3,000, what do you do?
   Your supervisor and manager of the department can email purchasing to have the limit raised.

4. For p-cards and the changing of new department accounts, is a new p-card needed 
since it is embossed with the old number?
   No, the number has been changed in the setup. If a new one is desired, you can contact purchasing 
to have a new card issued.

5. Are all p-card limits set at $5,000?
   No, the limits vary based on the p-card application and how much the supervisor has authorized 
for an individual.

6. Can you get one p-card for department and for faculty to use?
   No, the p-card is for one individual to use. It is not to be given to another individual. You 
can have individuals ask you to order items and you can purchase them with your p-card.

7. One of the purchasing card concerns is about budget management if everyone has one. 
   What is recommended?
   The p-card is a post audit where it is after the purchase sign-off. A department could 
have an internal policy that prior to usage, an approval (formal or informal) is needed 
before the individual can purchase the item.
8. **Do p-cards show up on a personal credit report?**
   No, they have no personal liability. The p-card is paid by the University. The corporate travel card would.

9. **Can you take a guest out to eat using the p-card?**
   No. Personal meals are not allowed. The US Bank Corporate Travel Card would not be allowed either if the meeting was in Platteville because you must be in travel status to use the Travel Card.

10. **Can you hold a social gathering of a department and use a p-card?**
    If the event is purely social in nature, then none of the costs would be allowable from state funds. Use the meal and events form to see what documentation is needed for a business meeting. This form can be found under Purchasing at [http://www.uwplatt.edu/business/forms.html](http://www.uwplatt.edu/business/forms.html)

11. **Can you take a search and screen committee out for a meal and use the p-card?**
    Only the host (which is usually the Search and Screen Chair) and the interview candidate meals would be allowed.

12. **Can someone other than the cardholder make purchases on the purchasing card?**
    No. The UW purchasing cards are individually held, centrally billed. Use of the purchasing card is prohibited by anyone other than the cardholder. Remember, the cardholder is responsible for the charges on his/her card.

13. **What reviews/controls are in place to protect the University from fraudulent charges?**
    Cardholders sign a cardholder agreement, approved by the department, and attend a comprehensive training session prior to receiving a purchasing card. Transactions are posted in Access Online for review by the cardholder and supervisor/site manager. The cardholder is assigned a supervisor/site manager who is responsible for ensuring charges are authorized and policy and procedures are followed - the review process is critical in the prevention of fraud. The Dean/Director's Office, Purchasing Card Program Administrator (PCPA), and the Campus Internal Auditors have access to Access Online and do transaction/processing reviews.

14. **Can personal purchases be made with the card?**
    No. Personal purchases cannot be made with this card. Keep your personal credit card purchases and the purchasing card purchases completely separate.

15. **What do I do if I accidentally make a personal charge on my card?**
    Notify your supervisor/site manager of the mistake immediately. Attempt to have the charge reversed (credited) to the UW purchasing card account. If the vendor will not cooperate, write a check made payable to the University of Wisconsin Platteville, include sales taxes, submit it to your Business Manager/Site Manager for deposit. Attach a copy of the check and deposit form to your purchasing card record. Indicate that you will not make such a mistake in the future.

16. **What should I do if I am unable to obtain a receipt?**
    Document the purchase and the circumstances that prevented obtaining a receipt. Maintain this documentation with the purchasing card record.
17. Will I receive a statement?
Yes. You will not receive a statement if you do not have transactions during the biweekly cycle.

18. How do we prevent charges that are not allowed by a particular grant or agency?
It is the cardholder’s responsibility to ensure that regulations and guidelines are followed. Questions concerning the types of expenses allowed on sponsored accounts should be directed to the principal investigator, grant administrator, or the grant accountant.

19. Will my personal credit history be reviewed if I apply for a purchasing card?
No, your personal credit will not be reviewed nor will it be affected.

The following is a list of commonly questioned items:

**Alcoholic beverages** - Alcohol is only allowable when purchased for resale or when hosting a conference dinner. Refer to UW System Travel Regulations Appendix A - Headquarters City and UW-Sponsored Events policy, Section F.2. for complete guidelines.

**Cash advances (ATM Machines)** - Strictly Prohibited

**Fines** - Fines, including parking tickets on and off campus, are **not** allowable.

**Gasoline/fuel** - Allowable only when used in conjunction with car rental. All other gasoline/fuel, including gasoline/fuel for lawnmowers and other off-road units, must be obtained from a campus fueling station, if available, or purchased using a Voyager fuel card.

**Gratuity** - Gratuity within reason for a Headquarters’ City conference or event is acceptable on the card if the majority of attendees are not UW employees. If the event consists of mainly UW employees, the gratuity must fall within the individual meal limits.

**Hospitality/food/entertainment** - Individual meals are strictly prohibited. Hospitality/food/entertainment provided during an event that meets the Headquarters’ City and UW-Sponsored Events requirements are allowable. Refer to UW System Travel Regulations, Appendix A - Headquarters City and UW-Sponsored Events policy for complete guidelines.

**Non-business/personal items/services** - Strictly Prohibited

**Parking** - Allowable only in conjunction with an overnight stay at a hotel or for airport parking. Non-employee/guest campus parking passes may be purchased on the card.

**Printing** - Allowable for printing under $50.00 and as a payment mechanism for printing over $49.99 ordered through an established contract or a competitive bid for custom printed materials, quick copy/duplicating, photocopying, and direct digital printing.

**Registrations, subscriptions, and membership renewals** - Allowable provided the initial membership fee is processed on a requisition or direct charge to allow for appropriate approvals. Once membership is approved as a valid UW charge, subsequent renewal payments may be processed on the card.

**Stamps** - Postage stamps may be purchased with the purchasing card.
# CARD ACTIVATION

When activating your card you will be asked to enter the following:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>16-Digit account number (shown on your card)</td>
</tr>
<tr>
<td>2.</td>
<td>Phone number (your campus or home phone number)</td>
</tr>
<tr>
<td>3.</td>
<td>Last 4-digits of your Social Security number: Enter 4 zeros (0 0 0 0)</td>
</tr>
<tr>
<td>4.</td>
<td>5-Digit Zip Code (53818)</td>
</tr>
</tbody>
</table>

---

**PIN Number**

(for international travel only at this point only)

When a card is activated, the cardholder will be prompted to self-select their own PIN.
PURCHASING CARD RECONCILIATION

Send reconciled statement to the purchasing office within one week of receiving the statement.

RECEIPTS: Check each receipt immediately when opening a package, or after making an in-store purchase to verify that no sales tax has been charged. Don't wait until it's time to reconcile your statement.

Supplies:
1. Verify that each receipt contains the following information:
2. Vendor name and address
3. Itemized description of item(s) purchased.
4. Itemized cost for each item
5. Total Cost

Travel:
1. Include itemized receipts as listed above
2. Include an agenda for any conference or lodging payment (only needs to be sent once)
3. Include lodging calculator from Tavelwise to verify lodging maximums

STATEMENT FROM U.S. BANK:
1. For each transaction shown on the statement find the matching receipt and verify that the total amount on the receipt equals the amount on the Statement from U.S. Bank.
2. Sign and Date the U.S. Bank Statement

SEND ALL PAPERWORK TO THE PURCHASING OFFICE WITHIN ONE WEEK OF RECEIVING THE STATEMENT TO 2201 ULLSVIK HALL

Staple all documents together in the following order:
1. Statement from U.S. Bank
2. Receipts, in the order as shown on the U.S. Bank Statement

P-Card Reconciliation Checklist

<table>
<thead>
<tr>
<th>PURCHASED</th>
<th>WHAT IS REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOTEL ROOM</td>
<td>Agenda and a travelwise travel calculator</td>
</tr>
<tr>
<td>FOOD</td>
<td>Meal event form, list of people who attended and advertisement/agenda</td>
</tr>
<tr>
<td>SOFTWARE-ANY AMOUNT OR HARDWARE-OVER $100</td>
<td>Approval from IT Liaison</td>
</tr>
<tr>
<td>ADVERTISEMENT/JOB POSTING</td>
<td>Original ad placed</td>
</tr>
<tr>
<td>GIFT/AWARDS</td>
<td>Prizes, gift and award form</td>
</tr>
</tbody>
</table>

- Make sure to tape down all loose receipts to prevent them from being lost and put receipts in order as they show up on the statement
- Please make sure that all receipts are itemized and that they match the amount charged on the statement
- Send all paperwork to the purchasing office WITHIN ONE WEEK OF RECEIVING the statement
- Three or more late statements may be grounds to close your account
- For more information, please refer to the p-card user manual
Attn: Dispute Dept.
P.O. Box 6329
Fargo, ND 58125-6329
1-800-393-3526
Fax: 1-701-461-4035
Merchant Name:     Post Date:
Dispute Amount:     Transaction Amount:
I have examined the charges made to my account and I am disputing the above item for one of the following reasons:
1.____ The sales receipt amount was increased from $____________ to $_____________,
2.____ I did not authorize nor did I participate in the transaction.
3.____ Although I did participate in a transaction with the merchant, I was billed for _______ transactions totaling $___________ that I did not engage in, nor did anyone authorized to use my card. I do have my credit card in my possession. Enclosed is a copy of my authorized sales slip.
4.____ I did participate in the transaction. However, I paid for the transaction using another form of payment. (Describe form of payment): _________________________________. Enclosed is a copy of my form of payment (i.e. canceled check, other credit card statement, cash receipt, etc.).
5.____ I did not receive $_________ from an ATM located at _____________________________.
6.____ I have not received the merchandise which was to have been shipped to me. The expected delivery date was ___________ (MM/DD/YY). I contacted the merchant on ___________ (MM/DD/YY) and requested that my account be credited. I spoke with ______________________ (name). Enclosed is an explanation of how the merchandise was damaged or defective.
7.____ Merchandise was shipped to me which arrived damaged and/or defective (circle one) on ___________ (MM/DD/YY). I returned it on ___________ (MM/DD/YY). I contacted the merchant on ___________ (MM/DD/YY) and requested that my account be credited. I spoke with ______________________ (name). Enclosed is an explanation of how the merchandise was damaged or defective.
8.____ I notified the merchant on ___________ (MM/DD/YY) at _____ _____ (am/pm) to cancel the pre-authorized order/reservation. Cancellation # ___________________ (required).
   Reason for cancellation: _________________________________.
   Person I spoke to: ________________________________________.
9.____ I have returned/canceled (circle one) the merchandise on ___________ (MM/DD/YY) because _________________________________________________.

Enclosed is documentation showing proof of return or cancellation.
10.____ The attached credit slip was listed as a charge on my statement.
11.____ I was issued a credit slip for $_________ on ____________________ (MM/DD/YY), which has not been posted to my account. I have enclosed a copy of my credit slip.
12.____ The charge in question was a single transaction (sale #1), but was billed twice to my statement. I did not authorize the second transaction.
   Sale #1 $_________   Ref # _____________________________
   Sale #2 $_________   Ref # _____________________________
13.____ I am not disputing this charge, however, I need a copy for my records.
14.____ Other, please explain.

_________________________________________________________

_________________________________________________________

_________________________________________________________
<table>
<thead>
<tr>
<th>Beginning of 2 week cycle (Saturday)</th>
<th>End of 2 week Cycle (Friday)</th>
<th>Statements available at Access Us Bank</th>
<th>Reconciled Statements are due in the purchasing office</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/14/2019</td>
<td>12/27/2019</td>
<td>12/30/2019</td>
<td>1/10/2020</td>
</tr>
<tr>
<td>12/28/2019</td>
<td>1/10/2020</td>
<td>1/13/2020</td>
<td>1/24/2020</td>
</tr>
<tr>
<td>1/11/2020</td>
<td>1/24/2020</td>
<td>1/27/2020</td>
<td>2/7/2020</td>
</tr>
<tr>
<td>1/25/2020</td>
<td>2/7/2020</td>
<td>2/10/2020</td>
<td>2/21/2020</td>
</tr>
<tr>
<td>5/2/2020</td>
<td>5/15/2020</td>
<td>5/18/2020</td>
<td>5/29/2020</td>
</tr>
<tr>
<td>6/27/2020</td>
<td>7/10/2020</td>
<td>7/13/2020</td>
<td>7/24/2020</td>
</tr>
<tr>
<td>7/11/2020</td>
<td>7/24/2020</td>
<td>7/27/2020</td>
<td>8/7/2020</td>
</tr>
<tr>
<td>7/25/2020</td>
<td>8/7/2020</td>
<td>8/10/2020</td>
<td>8/21/2020</td>
</tr>
<tr>
<td>9/19/2020</td>
<td>10/2/2020</td>
<td>10/5/2020</td>
<td>10/16/2020</td>
</tr>
<tr>
<td>10/3/2020</td>
<td>10/16/2020</td>
<td>10/19/2020</td>
<td>10/30/2020</td>
</tr>
<tr>
<td>10/17/2020</td>
<td>10/30/2020</td>
<td>11/2/2020</td>
<td>11/13/2020</td>
</tr>
</tbody>
</table>
Meal expenses are payable if the criteria listed below is met. In order to satisfy the “Headquarters City” requirements, you must be able to check one line in each category. A printed, completed copy of this form and the required documentation should be attached to the payment mechanism (e.g., Employee Reimbursement, Purchasing Card Log, Purchase Requisition, Catering Invoices or PIR). Individual meals are not payable on the P-card.

Event: ___________________________________________ Date(s): ______________________

Event Purpose: ______________________________________________________________________

Event Location: ____ On campus ____ Off campus

Note: When held in the headquarter city for the majority of the attendees, the event must be held on campus.

Was a fee collected from participants to cover costs? ____ Yes ____ No

1. Allowable Expenses: (Check the line that pertains to the event)
   ____ The meal was provided in the headquarters city and a mealtime speaker was scheduled.
   ____ Business was conducted during the meal.
   ____ Facilities were not available near the meeting location for attendees to eat on their own.
   ____ The meeting was held at the headquarters city of the majority of the attendees and business could not be effectively conducted without the inclusion of a meal.

   **If nothing is checked or applicable, State funds cannot be used.**

2. Reasonable Approved Expenses:
   ____ The meal expenses, for State/UW employees, including tax and tip, were within the allowable State maximums and meal expenses for all non-State/UW employees are reasonable and in accordance with the Division’s Dean/Director’s office policy.

3. Participant Information:
   ____ A list of meeting participants including name and affiliation is attached (Required).

4. Proof of Payment: (Check the line that pertains)
   ____ Original detailed invoice/receipt showing amount paid is attached. (Solitary credit card slips are not sufficient)
   ____ A copy or handwritten receipt is attached because:

   ____ Vendor will submit original invoice. (When form is used as part of the purchase order process.)
5. Types of Events and Required Documentation: (Choose one and attach required documentation)

☐ Business Meeting or Informational Session
Attach all of the following: Justification for holding the meeting over the meal period, Agenda (shows date, time, & purpose of meeting), List of Attendees (Refreshments – Need only Number of Attendees; Meal – Need list of attendees & affiliation to University)

☐ SUFAC sponsored event – open to all
Poster, announcement or ad for event that indicates that everyone is invited, date, time, and location

☐ UWP sponsored event – open to all or invite list
Poster, announcement, invitation, or ad for event that indicates who is invited, date, time and location

☐ UWP sponsored event – fee charged for meal/breaks
Registration form indicating fee and specifically what is included in the fee (meals, breaks, etc)

☐ UWP sponsored meeting, conference, camp, or training – fee charged
Brochure or registration form that indicates costs included in fee (meals, breaks, misc.)

☐ Performer, speaker or presenter – meal/breaks
Copy of contract or agreement specifying that a meal/break is to be provided

☐ Grant-Sponsored Event (Fund 133)
Invite to Event, Budget Info, Names of participants (when meal provided), Number of participants (when break items provided)

☐ Press box lunches, recruiting meal passes, child care meals/snacks
No documentation required

____________________________________________
(Signature of Approving Official) Not required if included in the payment mechanism.

Contact for Questions:

______________________________  _______________________
Name       Phone#
Lodging Maximums and M&IE Per Diem Allowance Calculation

Trip Details

Is this trip for a single day?

○ Yes  ○ No

Select Destination

Country
United States

State
Wisconsin

City
Madison (Dane County)
Lodging Maximums and M&IE Per Diem Allowance Calculation

How long will you be at Madison (Dane County)?

Do you have another stop after Madison (Dane County)?

☐ No  ☐ Yes

Date you are going to Madison (Dane County) [10/12/2015]

Date you are leaving Madison (Dane County) [10/15/2015]

Provided Meals

Please select any provided meals for each day of your trip.

Day 1 - Mon Oct 12 2015
☐ Breakfast
☐ Lunch
☐ Dinner

Day 2 - Tue Oct 13 2015
☒ Breakfast
☒ Lunch
☒ Dinner

Day 3 - Wed Oct 14 2015
☒ Breakfast
☒ Lunch
☐ Dinner

Day 4 - Thu Oct 15 2015
☑ Breakfast
☐ Lunch
☐ Dinner

Previous Step  Next Step

Verify Entered Information
Lodging Maximums and M&IE Per Diem Allowance Calculation

Please verify all of the location information below is correct, and then click the Calculate Rates button. If the information is incorrect then please click the Start Over button to re-enter your trip locations.

Madison (Dane County) WI - UNITED STATES

**Location Dates:** 10/12/2015 - 10/15/2015

**Provided Meals**

- **Mon Oct 12 2015:** none
- **Tue Oct 13 2015:** Breakfast, Lunch, Dinner
- **Wed Oct 14 2015:** Breakfast, Lunch
- **Thu Oct 15 2015:** Breakfast

<table>
<thead>
<tr>
<th>Date</th>
<th>Lodging Maximum</th>
<th>M&amp;IE Per Diem Allowance</th>
<th>Location</th>
<th>Provided Meals</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/12/2015 (Mon)</td>
<td>$127.00</td>
<td>$44.25</td>
<td>Madison, WI (Dane County)</td>
<td></td>
</tr>
<tr>
<td>10/13/2015 (Tues)</td>
<td>$127.00</td>
<td>$5.00</td>
<td>Madison, WI (Dane County)</td>
<td>Breakfast, Lunch, Dinner</td>
</tr>
<tr>
<td>10/14/2015 (Wed)</td>
<td>$127.00</td>
<td>$52.00</td>
<td>Madison, WI (Dane County)</td>
<td>Breakfast, Lunch</td>
</tr>
<tr>
<td>10/15/2015 (Thurs)</td>
<td>$36.15</td>
<td></td>
<td>Madison, WI (Dane County)</td>
<td>Breakfast</td>
</tr>
</tbody>
</table>

Location: Madison, WI (Dane County)

**Lodging Maximums:**
- **Lodging Maximum (All Locations):** $131.00
- **Total M&IE Allowance (All Locations):** $177.40

Disclaimer: The UW TravelWise calculator is the official source of University travel rates and should be used to estimate travel maximums prior to making trip arrangements. Actual lodging maximums and M&IE Per Diem allowance calculations are based on the entry of month/day/location of travel. Users are advised that rates may change between the dates that are obtained pre-trip and post-trip reimbursement. Reimbursements are based on the date and rate that the expense was incurred. Please contact your department travel coordinator or institution’s travel manager for further lodging/M&IE Per Diem questions.
Reallocating in US Bank

1. Go to access.usbank.com/ to log in to your US Bank account.
2. Once logged in, select “Transaction Management” on the left side of the webpage.

3. **If you are an Individual cardholder**, you will see the screen in step 4. **If you are a Site Manager**, select “Purchasing Card” in “Transaction Management.”

**Transaction List**
View, review, allocate/reallocate and add comments to transaction information.

- **View Previous Cycle**
  Presents the Transaction list for the previous cycle.

- **View Pending Transactions**
  Presents the pending transactions list.

- **View Unmatched Transactions**
  Presents the unmatched transactions list.
5. **If you are an Individual Cardholder** skip to step 6. **If you are a Site Manager or have multiple P-Cards under your name**, then you will have to select the correct card you would like to make allocations. You will see this screen for choosing the card you want to allocate.

6. After choosing the P-Card you would like to reallocate, scroll to the bottom section that shows all of your charges. Here, you must select the box of each charge you would like to reallocate. Then click “Reallocate” on the bottom of the page.
7. Now that you have selected which charges you would like to reallocate, the following page will show up. This will show up with the funding string attached to your P-Card. Just type in what funding string you are moving the charges to. The example at the bottom of the page shows the first purchase from the Purchasing department (102-311080-1), which is what this P-Card is set up for, and the second purchase being moved to the SAE club department (128-622315-0).

8. After typing in the funding string(s) you would like to reallocate the charges to, click on “Save Allocations” at the bottom of the page. *To split charges between multiple departments, click on “Add Alloc.” Here, you can move certain amounts of a single charge to several departments. Simply click the “Add Alloc” button each time to add another split. The “Amount Remaining” must be at 0 for US Bank to save the allocations.

9. After saving the allocations, the main Transaction Management page will pop up and you have completed the transaction.
Cardholder Activity

<table>
<thead>
<tr>
<th>Date</th>
<th>Merchant Name</th>
<th>City, State/Prov.</th>
<th>Transaction Total Allocation Amount</th>
<th>Source Currency</th>
<th>Currency Amount</th>
<th>Accounting Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/21/2017</td>
<td>APPA VCB</td>
<td>703-0811440, VA</td>
<td>$1,672.00</td>
<td>USD</td>
<td>1,672.00</td>
<td>31001280231000</td>
</tr>
<tr>
<td>04/24/2017</td>
<td>FIBRE GLAST</td>
<td>500-130-0008, OH</td>
<td>$100.55</td>
<td>USD</td>
<td>100.55</td>
<td>31001280231000</td>
</tr>
<tr>
<td>04/29/2017</td>
<td>RUFD CONSTANT</td>
<td>VELLOCITY</td>
<td>$2,340.55</td>
<td>USD</td>
<td>2,340.55</td>
<td>31001280231000</td>
</tr>
<tr>
<td>05/08/2017</td>
<td>TILTON</td>
<td>LOVES PARK, IL</td>
<td>$400.70</td>
<td>USD</td>
<td>400.70</td>
<td>31001023116001</td>
</tr>
</tbody>
</table>

Activity Totals: $4,683.30

Cardholder Name: ___________________________  Signature: ___________________________

Superior Name: ___________________________  Signature: ___________________________
Reallocating on the US Bank Website

There are two options available for reallocating using the US Bank Website: The reallocation can be done by the individual cardholder or a department “site manager” that will have access to all the department’s accounts for reallocation purposes. Please indicate below which way you prefer your department to reallocate. In order to grant access to the US Bank site to reallocate charges, a supervisor’s signature is required. An alternative to using US Bank expenses can also be moved using a General Ledger transfer.

☐ Individual cardholders

Cardholders Name: ________________________________

Supervisor’s Signature: ________________________________

☐ Site Manager to reallocate for department p-cards

Department: ________________________________

Site Manager’s Signature: ________________________________

Supervisor’s Signature: ________________________________

Please list all cardholder in department

_________________________________  __________________________________

_________________________________  __________________________________

_________________________________  __________________________________

_________________________________  __________________________________

_________________________________  __________________________________

Attach additional sheets if needed.