Procedure for reporting non-allowable charges

When paid with a Pcard, all non-allowable charges must be repaid at the Cashier Window prior to submitting a Pcard or Travel report in Concur. ***See the ONE exception at the end of this document.

- Use the expense type for the entire charge that best describes what was purchased.
    - Breakfast/Lunch/Dinner/Parking/Postage/Dry Cleaning/Etc.
- Attach the deposit slip with the receipt for the non-allowable charge.
- The FOAPAL on the deposit slip must match the expense line FOAPAL in Concur.

Examples:

- Used Pcard to purchase a $500 flight on Southwest, which included Early Bird check in of $50.00.
- Use expense type airfare for all $500.00.
- Pay $50.00 at the Cashier Window using FOAPAL on the Concur report for the $500.00.
- Attach the deposit slip with receipt from Southwest.

If AP receives a report with a non-allowable charge that is not accompanied by a deposit slip showing it was repaid, the report is returned to the Concur User who submitted the report. They must repay the amount of the non-allowable charge prior to submitting the report again.

If AP receives the report a 2nd time without the receipt showing the non-allowable charge has been repaid, AP forwards the report to the Director of Purchasing with a request to suspend the card until proof of repayment is submitted to the Purchasing Department. The Director of Purchasing emails notification of the suspension to the card holder, and the card holder's supervisor.

After Purchasing has suspended the card, they add a comment to the Concur report and "approve" the report. The report automatically returns to the AP processing queue. AP approves the report, and the charges are uploaded into Banner for reconciliation purposes.

***There is ONE exception. If the answer to all of the following questions is yes, the travel reimbursement can be reduced by the amount of the non-allowable charge.

- Is the non-allowable charge travel related?
- Did the charge occur while in travel status?
- Is the traveler the person responsible for reconciling the P-Card?
- Is the charge included on a Travel Expense Report in Concur?

To reduce the reimbursement amount, use the reduction expense type that matches what was purchased and out of pocket for the payment type.

Examples:

- Meal while in travel status, meal reduction
- Parking at KC airport exceeded $10/day, transportation reduction
- Hotel exceeded GSA rate, or conference hotel rate, hotel reduction

Non-Allowable Charges

What is the payment type?

Personal credit card or cash

Used personal credit card for an expense that can be partially reimbursed, either before traveling or during travel.

Example: Prior to traveling, when registering for the conference, an optional conference activity was purchased OR while traveling, parking paid for at KC airport exceeded $10/day.

Request reimbursement after travel on a travel expense report.

Only request allowable reimbursement and add a comment explaining why the reimbursement amount is different than the attached receipt.

Washburn University Pcard

The charge is travel related and occured prior to traveling, OR the charge is non travel related.

Example: Early bird or seat selections were purchased prior to traveling, OR a personal expense was accidentally purchsed with a PCard.

Repay the amount at the Cashier Window. The FOAPAL on the deposit slip must be the same FOAPAL that will be used on the Pcard report in Concur.

Include on a Pcard report by the end of the billing cycle using the expense type that best describes what was purchased.

If pre travel related, also include on the travel report after traveling, using Univeristy Paid as the payment type.

Attach the deposit slip with the receipt.

The charge occured while traveling.

Is the traveler the Pcard holder?

No

Yes

Include the charge on the travel report using the expense type of what was purchased.

Reduce the amount of the reimbursement by using the reduction expense type that matches the expense type used on the expense line, and out of pocket as the payment type.

Example: If a non per diem meal, such as Lunch is the expense type, the reduction expense type would be Meal reduction.