**FAQ P-Card**

**AIRFARE**

 **Q: What if I don’t have a P-card to purchase airline tickets?**

A: You have two options:

1. Apply for a card at least four weeks prior to your need or obtain the airline tickets through your department utilizing the department p-card, the department head or if designated, the secretary’s p-card.

**2.** Purchase Airline tickets on your personal credit card and submit for reimbursement after you travel. Reimbursement cannot be submitted until **after** the time of travel. Reimbursement must be authorized by a Vice President or Dean as the travel was not charged on a p-card.

 **Q: What if a non-university-employee such as a student or prospective employee, will be traveling on university business?**

A: Non-University personnel are not eligible for a P-Card. However, such tickets may be charged to the P-Card of the University employee primarily responsible for the travel, or to the department head or department secretary’s card. Just as with University personnel travel, the name of the traveler and the reason for the travel must be documented.

**Meals**

A: The per-diem allowance is the daily dollar amount a traveler may claim to cover meals and incidentals. It covers three meals a day, and the following incidentals: laundry, dry-cleaning, and gratuities (tips). Per-diem allowances vary according to location.

**Q: Where do I locate the travel policy and p-card procedures?**

A: <http://www.utoledo.edu/offices/controller/accounts_payable/>

**USE OF THE CARD**

 **Q: May I allow someone else to use my Purchasing Card?**

A: No. Your card is for your use only and is not transferable.

**Q: What’s the per diem allowance for my destination?**

A: You can look up per diems for Continental US and Foreign at: <http://finadmin.utoledo.edu/accounts_payable/>

**Q: Why can’t I be reimbursed for the cost of my personal meals for same day travel, for example, if I leave at 6:00 a.m. and don’t return until 10:00 p.m.?**

A: In accordance with IRS guidelines, the University requires that an employee must be away from home substantially longer than an ordinary day’s work AND during the time away from home, need sleep or rest (referred to as the “overnight rule” - i.e. overnight stay is required) to qualify for personal meal reimbursement. These are considered a normal daily meal you would have on any workday. Therefore, for same day trips, University travelers will not qualify for personal meal reimbursements. However, business meals, involving outside guests, that were at your expense may be reimbursed after submitting the names of those in attendance, the business purpose, and the original receipts.

**Q: What if I get the approval needed to be reimbursed for a meal for one day travel?**

A: The meal will be reimbursed up to the per diem for that meal, however, this is considered a taxable fringe benefit by the IRS and all such reimbursements will be accumulated and added to your W-2 at year-end.

**Q: What if I charge an amount over the per diem allowable for the day?**

A: You will need to reimburse the University of Toledo. Deposit the amount over the per diem rate at the cashiers using the account number that was charged. The deposit slip should be filed with your statement and placed in the log sheet envelope.

**Q: Do I use per diem rates for a business meeting meal/entertainment?**

A: No. You must obtain receipts and file them in your monthly log sheet envelope. Included with the receipt should be the names of the people in attendance and business purpose or benefit gained or expected.

**Lodging**

**Q: Is there a maximum limit on hotel/lodging reimbursement?**

A: Persons traveling on University business should incur the lowest practical and reasonable expense. We will reimburse the actual, basic, single-room rate plus taxes when you provide the original hotel portfolio (itemized bill). A credit card charge slip is not acceptable documentation for reimbursement.

**Automobiles**

**Q: Can I use the P-Card for fuel when using my vehicle for business purposes?**

A: No, fuel may not be purchased on the p-card. You will need to claim the University standard mileage rate or your departmental rate on the individual reimbursement form. The University rate normally reflects the IRS standard mileage rate.

**Q; Should I buy the rental agency’s extra insurance while renting a car?**

A: In the United States: There is no need to buy insurance. University insurance policies cover employees during authorized domestic travel. Outside the US: You should purchase the extra insurance and it will be reimbursed.

**Q: Can I claim the mileage rate for reimbursement for gas for the rental?**

A: No. Gas receipts are needed and should be submitted on the individual reimbursement form. Fuel charges for a rental car can be charged on the P-card if there are receipts showing a rental car was obtained.

**Q: If I did not record the actual miles driven on the trip, how do I determine the number of miles to my destination?**

A: You can easily determine the miles at the following web site

**http://maps.yahoo.com/py/ddResults.py**

Enter the University of Toledo’s address at the starting address and the city and state you are traveling to as the destination. Then press the get directions button to calculate the distance.

**Receipts**

**Q: What if I don’t have a required receipt?**

A: You will need to contact the vendor and request a copy of the receipt and attach it to the individual reimbursement form or place in the monthly P-Card log envelope.

**Sales Tax**

**Q: Is the University of Toledo considered exempt from paying Ohio Sales Tax to Suppliers?**

A: Yes, the University of Toledo is exempt from paying Ohio Sales Tax to suppliers for purchases in Ohio, per the “certificate of exemption”. The exempt status is printed on the purchasing card, and copies of the certificate are available through Accounts Payable. Cardholders should request the sales tax exemption form.

**Q: The supplier charged Ohio sales tax on my purchase. What should I do?**

A: The cardholder should contact the merchant and request a credit be issued for the tax and applied to the card. A copy of the credit receipt is needed and should be faxed or given to the cardholder to attach to their monthly statement.

**Cardholder limits**

**Q: Is there a maximum amount I may spend?**

A: Yes, your card has a transaction limit and a monthly limit that cannot be exceeded. The card will be declined if a transaction is attempted over the applicable amount.

**Q: What if I need my limit raised?**

A: You will need approval from your Business Manager/Supervisor, who should email the increase request to # Pcardadm. The approval should include the amount, monthly and single if applied, and the time period for the increase. The transaction limit must comply with the University’s policy limits and exceptions would require the written approval of the Controller or divisional VP.

**Cardholder Monthly Statement**

**Q: Will the cardholder receive a monthly statement?**

A: No, you will not receive a monthly statement. The cardholder must review each transaction and match each with an original receipt. At the end of the current month the cardholder must pull the “Transaction Detail with Account Codes and Notes” report and save/print it. An Individual Reimbursement Form (IRR) must be filled out for all travel whether there is a reimbursement or not and must be given to the department contact person for review, approval, and record retention within the department. These monthly packets will be retained within your department in accordance with the record retention policy.

**Disputed Items**

**Q: What if I have a disputed charge?**

A: First, try to resolve it with the vendor on your own the day the charge is posted. If the dispute remains unresolved for more than 3 days, call mark the charge as disputed in PaymentNet, a description will be requested. If you wait longer, the transaction cannot be reject by Chase.

**Expiration of Cards**

**Q: My card is expiring next month, how do I get a replacement card? Do all purchasing cards expire at the same time?**

A: The expiration date is determined by the date your card was initially issued. The bank will send a replacement card before the expiration date as long as it is active. If your card expires and you have not received a new card in error, please contact the purchasing card administrator.

**Replacement Cards**

**Q: How do I obtain a new card if my name is changed or the magnetic strip is bad?**

A: Send an email request to the P-Card Administrator. The bank will be contacted and a new card issued.

**Declines on the P-Card**

**Q: Under what circumstances might I be declined when using my P-Card?**

A: The purchasing card will be declined if:

1) The cardholder has exceeded the designated daily or monthly transaction limit.

2) The cardholder attempts to use the card for a blocked supplier-category.

3) The cardholder has failed to activate the card by calling the toll free number.

**Q: What if my Purchasing Card is declined?**

A: Contact the Purchasing Card Administrator and explain the situation. They will determine why your card was declined and help with a resolution of the problem.

**Canceling a Card**

**Q: How do I cancel a purchasing card?**

A: The department administrator should obtain the cards of individuals who leave UT, change departments, or move to a job where they will no longer require a purchasing card. Send an email to the Purchasing Card Administrator requesting the account to be closed or before the date of change of employee status. Destroy the old card by cutting through the account number and discard.

**Supervision of the Card**

**Q: Does the Purchasing Card require someone other than the cardholder to review the transactions to ensure appropriate use of the card?**

A: Yes, as required in the policy all P-card transactions must be approved by the Cardholder’s Business Manager/Supervisor. The Business Manager/Supervisor must review the monthly reports and receipts and will retain the records in their area per the records retention policy.

**Personal Expenses or Restricted Expenses Charge to University P-Card**

**Q: What if I use my P-card for a personal or restricted expense by mistake?**

A: You must reimburse the University for any personal expenses or restricted transactions inadvertently charged to your P-card. You will need to deposit a check in University depository.

To deposit checks:

 The description for your deposit should read:

 **PC refund, last name, first name initial (i.e.; PC refund, Doe J)**

Checks should be deposited with supporting detail for posting in one of the depositories in the following locations:

 Main Campus- Cashier’s Office – 1790 Rocket Hall

HSC – Mulford Library 1st floor

Checks can be sent through inter-office mail to MS 331 Cashier’s Office