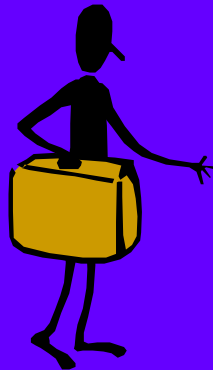


# Using the Purchasing Card for Travel & Entertainment



Buy/Pay Process Department

# Card Profile Choices

*P-CARD is a MasterCard; expenses are paid directly by the University.*

- Card for General Purchasing
- Card for both General Purchasing & T/E

# Purpose of the P-CARD

- The need for out-of-pocket expenses is greatly reduced
- Reduce petty cash expenses
- Reduces need for cash advances
- Reduces the need for vendor invoicing
- In general, helps CH to save time and money

# Flexibility of Issuing Cards

- **Custodial Card**

- Held in one person's name. Typically the department coordinator's or administrator's.
- Used to purchase airfare for department travelers and guests
- Can be used for event purchases, ex: catering, room rentals, etc.

- **Individual Card**

- Held in one person's name, typically the traveler's.
- Used to pay for all the individual's travel or entertainment expenses.

# Program Benefits to the Traveler or Business Meeting/Entertainment Host

- Convenient and easy to use
- Broad acceptance of MasterCard by vendors
- International MasterCard assistance offices
- Quick reimbursement; if the need for out of pocket expenses arises

# Card Limits -- \$\$

- Personalized card limits set by department
- Dual limits available for P-CARDS open for both General Purchasing & T/E
- Transactions over authorized limits will be declined. Make a note of your card limits.

# Unallowable Transactions

- Automatic Teller Machines (ATM) and/or Cash Advances.
- 100% personal expenses
- Goods/Supplies over \$2,500
- Split Purchasing ☹️
- Campus Services (Rice Bookstore)
- Relocation expenses of new faculty/staff

# Department or Fund Restrictions?

- Alcohol (some departments/funds will not cover such expenses -- especially sponsored research funds)
- Entertainment expenses are unallowable on some funds (especially sponsored research funds)

# Charges That Include Personal Expenses

- Personal Items (i.e, hotel room movies, laundry, magazines, newspapers, etc.)
- Personal Travel linked with Rice Travel
- Break out as personal on the envelope.

# The Summary Envelope

- Used to assist purchasers in summarizing event expenses and holding receipts.
- Is NOT the approval form.
- Required fields (Section I, II, III).

# E-Mail Notifications

- Generated daily and sent to Cardholder & Approving Official for each P-CARD transaction
- Provides a critical security review
- Notify Bank One & P-CARD Administrator if charges are not valid

# Direct Billings

- A T/E P-CARD eliminates the need for vendor invoicing.  
(ex: travel agencies, area hotels, etc.)
- Remember to use a T/E P-CARD when purchasing these types of services.

# Per Diems or Actual Meal Expense

- If choosing per diem, meal expenses should not be charged on the P-CARD
- Per Diems are recommended for students (as they are not allowed to hold a p-card) and travelers traveling to remote International destinations.

# Per Diem / Actual Meals, Cont.

- Choose either per diem or actual meal expenses -- not both! (IRS regulation). In the cases of per diem, it is important not to mix actual expenses - including meals charged to the hotel bill and meals for entertainment expenses while traveling. In order to avoid these types of situations, please remember to use the purchasing card where accepted.
- See P-Card Manual; Travel Expense Manual located on the Buy/Pay website for more information:  
[www.buypayinfo.rice.edu/?PageID=3](http://www.buypayinfo.rice.edu/?PageID=3)

# Receipts

- Retain all P-CARD receipts.
- Non P-CARD expenses, retain ALL lodging receipts and any other single expense receipt greater than \$75.00 (per IRS regs).
- Meal Receipts: retain the detailed receipt in addition to the summary receipt requiring your signature, because....
- Record the names of all individuals at an event or meal

# After the Trip or Event

- Confirm that all receipts are enclosed and that any personal expenses are noted in the "personal" column on the envelope.
- Note the total amount of any mileage to be reimbursed.
- Sign the envelope and give it to the individual responsible for completing the on-line T/E form.
- Return either by check or cash all money owed to Rice

# Reporting Responsibilities

- Travel, Business Meeting, Entertainment Expenses should be accounted for within 21 days of completion of the event
- Cardholder Agreement
- 30-60-90-120 day email notification system

# Reporting Responsibilities, Cont.

- For those charges that are purchased for a future event or trip:
  - Contact Teresa Blumentritt at [blument@rice.edu](mailto:blument@rice.edu) or at ext. 4812.
    - She must be notified of all future purchases as she will put a hold on those past due notices so that your card will not be put in jeopardy.
    - MAKE SURE THAT YOU DO NOT HIT THE REPLY BUTTON ON THE COMPUTER GENERATED P-CARD EMAILS – when sending a message to her hit the FWD button and type in your information including the dates of travel.

# P-CARD Statements

- Review the monthly statement for accuracy
- Verify that receipts are present for all transactions
  - All T/E Related Receipts will be maintained in the T/E Summary Envelope
  - Any general purchasing receipts unrelated to T/E are attached to statement
- Cardholder signs the statement, as does the approving official or designee
- Statement cycles run from the 10th of the month through the 9th of the following month.

# Texas Sales Tax Exemption

- As an educational institution, Rice exempt from paying Texas sales tax
- Exemption number is printed on the card
- Texas Sales Tax Exemption Certificate
- Texas Hotel Occupancy Tax Exemption Certificate

# Specific Tips

- Gasoline Stations & Pin Numbers
  - If asked for a pin number, use 9999
- Continental Airlines On-Line Purchasing
  - Arrange itinerary on-line
  - Note the itinerary number
  - Try purchasing with the P-CARD
  - If not successful, call Continental and give them your itinerary number and P-CARD number for payment

# Continental Website

- **Billing address on P-Card Statement**
  - **Name**
  - **Department Name**
  - **Department and MS #**
  - **6100 Main Street**
  - **Houston, TX 77005-1892**
- **Example: Billing address requested on Continental Website**
  - **Name**
  - **Company Name (requires department name and MS #; Do not put in Rice University)**
  - **6100 Main Street**
  - **Houston, TX 77005-1892**
  - **Your Business Phone Line**

# Card Security

- If lost/stolen, immediately contact Bank One and then the P-CARD Administrator
- If stolen on campus, notify the Campus Police in addition to Bank One & P-CARD Administrator.

# General Policy Reminder

- Rental Car Insurance
  - Decline insurance if traveling within the U.S. or Canada
  - Accept it if traveling internationally
- Suggested Meal Costs for Entertainment Purposes
  - Normally should not exceed \$25 for lunch and \$50 for dinner (*Remember, entertainment is unallowable on sponsored research funds.*)

# Information Packet

- Cardholder Quick Tips & Reminders Brochure
- Cardholder Agreement Sample
- P-CARD Quick Guide
- Authorization form for another person to use your P-CARD
- Online Travel Resources
- Travel Agency Listing
- How to Stop Hotel Direct Billings

# Contact Information

## The T/E P-CARD Rollout and/or Training Questions

- Jennifer Garrison,  
Training Coordinator,  
jsg@rice.edu, ext. 6710
- Jennifer Sameulson
- Travel Facilitator,  
jsamuels@rice.edu, ext.  
6715

## P-CARD Usage, Issues, and/or Questions

- Jennifer Garrison,  
Purchase Card Administrator.  
jsg@rice.edu, ext. 6710
- Barbi Huggins,  
Purchasing Card Assistant.  
bhuggins@rice.edu, ext.  
6708