2023-24 Deans Travel (conference) Procedures

- Please apply for Faculty Conference Travel Funds at least 2 weeks before your travel dates.
- Use your Union College credit card for all purchases related to the trip.
- Make sure to collect original itemized receipts for all credit card transactions.

When charges appear in Works (https://payment2.works.com/works), the college credit card platform, please reconcile them using the following instructions.

1. **Create a new expense report named 2023-24 Deans Travel** (please name the report exactly as this, no extra spaces or apostrophe). You will only create one expense report with this name per year. Please keep this report open for the entire fiscal year to allow any additional expenses to be added to it. (For each year you apply for travel funds, you will create a new expense report.)
2. **To create an expense report**, see the drop down menu under the Expenses tab on the top of the Works Home page. Select Expense Reports. Once you have opened expense reports, you will see a Create tab on the right. Create your expense report using the drop down menu.
3. **Reconcile your transactions** and/or reimbursements using your Research and Travel (R&T) account number. Detailed diagrams can be found on page 4.
4. **Scan your receipts** and attach them to the appropriate transaction and/or reimbursement. (Keep all hard-copy receipts until you are sure all charges have been approved. Do not send them to the Dean’s office.)
5. **Add all Deans Travel related expenses** and reimbursements to the 2023-24 Deans Travel expense report you created.
6. **Put a descriptive comment** to the transactions and/or reimbursements in Works. (EXAMPLE: hotel for # nights, dinner, lunch, airfare to X, etc.)
7. **Sign off on the Transactions** and/or Reimbursements. REMEMBER: Don’t sign off on the Expense Report, keep it open for the entire fiscal year.

All unused funds must be returned to the Dean’s budget. Please let Emily Tong know if you decide not to go or the trip is canceled. Audits will be conducted throughout the year to be sure the funds are spent in accordance with the travel policy. Additional faculty travel requests will not be approved until transactions from previous years are reconciled and the R&T account has a zero or positive balance.

Misuse of funds will jeopardize future approvals. For more information on reconciling in Works, please see https://www.union.edu/finance/card-program

July 2023
### Key Contact Information

**Union College Card Administrator**  
518-388-6973....Card Program  
518-388-6534....Becky Rapp

Email...cardprogram@union.edu  

General Questions  
- Vendor Problems & Disputes  
- Damaged Cards  
- Lost/Stolen Cards (contact Bank of America)  
- Escalated Disputes

**Bank of America Customer Service**  
888-449-2273, 24 hours a day, 7 days a week  
- Lost/Stolen Cards  
- Declined Transactions (emergency)

**Works:** https://payment2.works.com/works/  
http://www.union.edu/cardprogram

- Updated documentation and FAQ's

### Card Overview & Limits

- **Managed by Bank of America**
- Works Online Reconciliation System  
- College Liability - Union College pays the bill

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<th>CARD LIMITS:</th>
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| **Single Transaction Limit-STL**  
The amount you can charge on a single transaction ("Individual Card Swipe")  
Purchaser: generally $2000 or under  
Traveler: limited to card discretionary limit

| Discretionary Limit-DL  
The total amount you can have outstanding before the Cardholder, Manager, & Accounting needs to approve.  
Purchaser: generally $10,000  
Traveler: $10,000 or $20,000

| Card Limit-CL  
The total amount that can be charged on your card and/or reconciled within a two week period.

### Card Activation & Security

1. Call number Card Program office  X6534 or X6973  
2. Verify your PIN number when activating card.  
3. Remove sticker and sign card

Cardholders are responsible for the security of their card and are accountable for all purchases made with the card.  
- Do not provide card information to co-workers  
- Keep the card in a secure location  
- Online ordering-order from secure websites

### Making Purchases & Tax Exemption

**Card Billing Address**  
McKean House  
807 Union Street  
Schenectady, NY 12308  
Billing Phone number 518-388-6973

When needed, McKean House can be added as an additional address line.

**Shipping Address**  
Building Name  
Union college  
807 Union Street  
Schenectady, NY 12308

**Tax Exemption**  
https://www.union.edu/finance/forms/tax-exemption  
Inform vendor about tax exemption  
- Tax Exemption # is on the card  
- NYS (and most other states) still require the tax exemption form to be provided.

For additional Tax Exempt information, please select Tax Exemption on the Card Program Website.

**Always Obtain Itemized Receipts:**  
- Scan or Save ITEMIZED receipts.  
- Telephone purchases: ask vendor to fax and/or mail itemized sales receipt  
- Online purchases: print out or save as PDF the confirmation page which needs to include the item purchased and amount paid.

### Lost/Stolen & Damaged Cards

**Lost or Stolen Cards**  
1. Immediately call Bank of America Customer Service (800-300-3084, 24 hours a day, 7 days a week)  
2. You will be asked security questions including Union address and Verification code:  
   - This code is 00 plus your entire 7 digits Union ID# which with the bank, replaces a nine digit SS # for your account.
3. Notify Card Program Administrator  
4. A new card will be sent to the Program Administrator who will then forward it to you.  
5. Once your card is activated, remember to update the new card number and expiration date with all necessary vendors.

**Damaged (Replacement) Cards**  
1. Notify the Card Administrator  
2. Your new card will be sent to you with the same account number.  
3. Destroy your damaged card by cutting the magnetic strip and the card number.

### Problem Resolution

**Declined Transactions**  
- Contact Card Administrator or Bank of America (emergency)  
- Check Authorization Log in Works to see the reason for decline.

**Errors or Disputes (within 30 days of purchase)**  
1. Resolve with vendor first.  
2. If credit is required, apply credit to the credit card account.  
   - Do not accept cash or check for refunds.  
3. Ask for a receipt for the credit.  
4. If dispute cannot be resolved:  
   - Contact Program Administrator  
   - You will be asked to complete a dispute form and supply all documentation  
   - Process lasts between 30-60 days.
The credit card issued to any Cardholder is the property of Union College and is only to be used for College related purchases. Abuse of your card or failure to follow procedures established for the Union College Card Program and agreed to on your signed credit card agreement may result in revocation of card privileges or other consequences, including employee disciplinary actions or termination. Transactions not settled with the Finance office within 30 days will put your credit card into suspend. Transations will be declined until the finance office can close any outstanding transactions.

**UNAUTHORIZED TRANSACTIONS**
- Personal Use of Card
- Cash Advances (blocked use)
- Union College Purchases- This includes the Bookstore, Athletics, Dining Services and College Relations– Please charge your department account directly
- Computers, Laptop, & Software (order through ITS) or Major Furniture & Office Layouts (order through Department or Purchasing)
- Staff Relocation / Moving Expenses – use existing HR process
- Gasoline for Personal Vehicle- Submit a mileage reimbursement using the current mileage rate-mileage covers your gas, insurance and wear & tear – include a map to an from Union
- Capital purchases (tangible items) over $2000.
- Travel Insurance, Priority Seating and/or Advanced Boarding fees
- Gifts for employees
- Meals with co-workers at local restaurants
- Items delivered to home address
- Gift cards of any kind

**AUTHORIZED TRANSACTIONS**
- Books, Magazines, Subscriptions
- Off Campus Catering and Business meals
- Coffee & Water Delivery
- Office Supplies
- Conference/Seminar Registration Fee
- Entertainment Tickets (consistent with College Policy)
- EZ Pass payments-College Owned Vehicles
- Gasoline-Rental or College Owned Vehicles
- Gifts, Flowers, and Promotional Products for non-Union recipients
- Laboratory Equipment and Supplies
- Classroom Equipment and Supplies
- Licenses & Permits
- Lodging (Hotel, Motel)
- Memberships and Dues
- Newspaper Advertisements
- Repair Services
- Stationery, Envelopes, Letterhead
- Transportation-Ground and Air
ACCOUNTHOLDER RECONCILIATION

The process below describes the reconciliation of individual credit card transactions. If you are reconciling a travel trip or would like to group together like expenses, please follow the instructions for reconciling using Expense Reports.

To reconcile credit card transactions in works... please follow steps 1-8

1. Select Expenses or Pending

SHORTCUT:
- This is a summary of any items you currently have open in Works.
- You can select an item by selecting the current status of the item.
2

Select.....Transactions

3

SELECT THE TRANSACTION:
Verify amount paid matches your Itemized Receipt.

4

ADD COMMENT:
Select....The Plus sign to open the transaction to display more information.
Add a comment that describes the business purpose of the charge.
ALLOCATION CHANGES

CHANGING ONE ACCOUNT OR OBJECT CODE

Select one or many transaction(s), Mass Allocate, Enter the account code and/or object code, and then select OK.
You only need to put in the code you wish to change.
If you don’t know the code, you can type in part of number or a description of the code and all codes will populate.
Select the code you want and then OK.
CHANGING TO MULTIPLE ACCOUNTS OR OBJECT CODES

Select the drop down arrow of the Document number assigned to the transaction. Select Allocate/Edit.

Add or duplicate as many lines as you need to split. Fill in the amounts, Account and Object codes. Verify that you have allocated the amount of the charge and that you have a variance of 0.00.

You can also split a transaction by Percentage. Once you save the transaction you will see the dollar amount of the split.

Select SAVE

Once finished with changes, select CLOSE to close the window you are viewing.

Once saved, your transaction Account code will state Multiple.
If using this function, see instructions for Expense Folders.

**Faculty:** Travel expenses funded by the Dean’s office need to be put into and Expense Report labeled “FY Deans Travel”. Please refer to the Dean’s instructions included with the approval letter you received.

ADD A RECEIPT IMAGE TO YOUR REIMBURSEMENT

or

PRINT A SUMMARY SHEET TO BE MAILED

If attaching images-See 7a

If printing a summary sheet-See 7b
ADDNG A SCANNED IMAGE:
Select the document number and drill down to “Manage Receipts”

Please note: Works supports image files in the following formats:
.pdf .png .jpg .gif .jpeg
Must be 1MB or less

Select Browse to find the receipt in your files.

Select New receipt for desktop receipts.

Once you have added your receipt, you will see the name of the file attached.
***You do not need to add a date or description.
Just select OK.
You will now see the file name of the image you have attached. To view the receipt for accuracy and image quality, select the drop down arrow and view.

Once completed, select **Close**

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Your column **Uploaded Receipts** will now read **Yes**

Note: To add the column **Uploaded Receipts**, see **Navigation** instructions.
PRINTING A SUMMARY SHEET FOR SUBMISSION:
Select the document number or multiple documents by clicking the box in the first column.

**Summary** - Uses less paper but has less detail. *Preferred print layout.
**Details** - Uses more paper but shows transaction detail to include multiple accounts and sign off history.
**Details and Summary** - Uses the most paper. Combines Summary and Details function.

**Columns to print** - Please have your columns set up in this order. Use the arrow keys to add, move and delete columns.

**Print Preview** - Displays your print and also locks your print preferences.

Staple Itemized receipts to the back of the print summary, sign your name on the summary page, and send to Card Program, McKean House.
Once you have made changes, uploaded receipts or printed your summary sheet, you can sign off on the Transaction. A comment box will appear for additional comments. You can add another comment or if no additional comment is needed, select OK. Your transaction is now Signed Off and moves to your Signed off transactions tab.
STEPS FOR RECONCILING CREDIT CARD TRANSACTIONS

- PAY WITH CREDIT CARD
- OBTAIN RECEIPT
- SCAN RECEIPT
- STORE RECEIPT IN WORKS OR ON YOUR DESKTOP

- AFTER YOU RECEIVE THE WORKS E-MAIL, LOG INTO…https://payment2.works.com/works

- CHECK ALLOCATION (ACCOUNT & OBJECT CODE)
- MAKE ANY CHANGES AND ADDITIONS TO THE ALLOCATION
- ADD COMMENTS
- BUNDLE INTO AN EXPENSE REPORT (IF DESIRED)
- ATTACH SCANNED RECEIPT TO THE DOCUMENT NUMBER. (FROM WORKS OR YOUR DESKTOP)
- IF NOT ATTACHING SCANNED RECEIPTS: PRINT TRANSACTION SUMMARY, SIGN PRINTOUT, ATTACH YOUR RECEIPTS TO THE PRINTOUT, AND SEND TO THE CARD PROGRAM OFFICE
- SIGN OFF ON THE TRANSACTION

STEPS FOR RECONCILING PERSONAL REIMBURSEMENTS

- CREATE AND SAVE REIMBURSEMENT REQUEST
- FIND AND SELECT REIMBURSEMENT CREATED ON THE HOME PAGE AS “DRAFT”
- CHECK ALLOCATION (ACCOUNT & OBJECT CODE)
- MAKE ANY CHANGES AND ADDITIONS TO THE ALLOCATION
- ADD COMMENTS IF NONE ARE PRESENT
- BUNDLE INTO AN EXPENSE REPORT (IF DESIRED)
- ATTACH SCANNED RECEIPT OR MAPQUEST TO THE DOCUMENT NUMBER. (FROM WORKS OR YOUR DESKTOP)
- IF NOT ATTACHING SCANNED RECEIPTS: PRINT TRANSACTION SUMMARY, SIGN PRINTOUT, ATTACH YOUR RECEIPTS TO THE PRINTOUT, AND SEND TO THE CARD PROGRAM OFFICE
- SIGN OFF ON THE REIMBURSEMENT