

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>

CARD PROGRAM POLICY & GUIDELINES

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

- VISA Credit Card Program

Managed by Bank of America

- Works Online Reconciliation System
- College Liability - Union College pays the bill

CARD LIMITS:

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

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.

USES OF THE CARD

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. Transactions 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

Bank of America

Merrill Lynch

Works®

Welcome, Tom (Training) Traveler - [Log Out](#)

Home

Expenses

Reports

1

Select Expenses or Pending

Union College

My Announcements

WELCOME TO THE UI FOR WORKS!

Please remember...

Posted by your Br...

Action Items

Action	Acting As	Count	Type	Current Status
Sign Off	Accountholder	22	Expense Report	Pending
Sign Off	Accountholder	45	Transaction	Pending
Submit For Approval	Accountholder	1	Reimbursement	Draft

3 items

Show 10 per page

Page: 1 of 1

Accounts Dashboard

In Scope

Account Name	Account ID	Credit Limit	Current Balance	Available Credit	% of Credit Limit Used
TOM (TRAINING) TRAVELER	1120	20,000.00	0.00	20,000.00	0%

1 item

Show 10 per page

Page: 1 of 1

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.

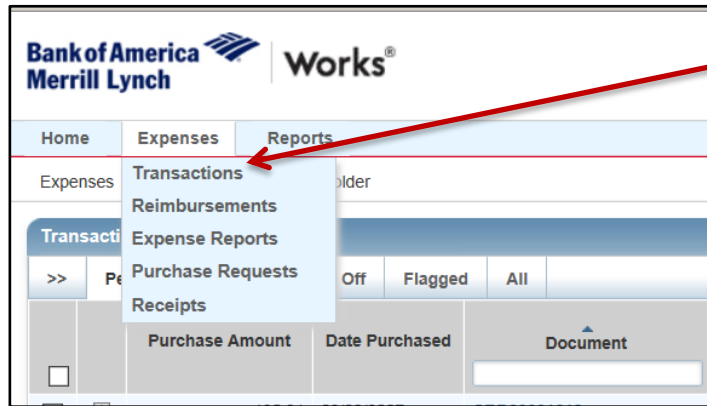
Training Guides

Training Videos

Privacy & Security

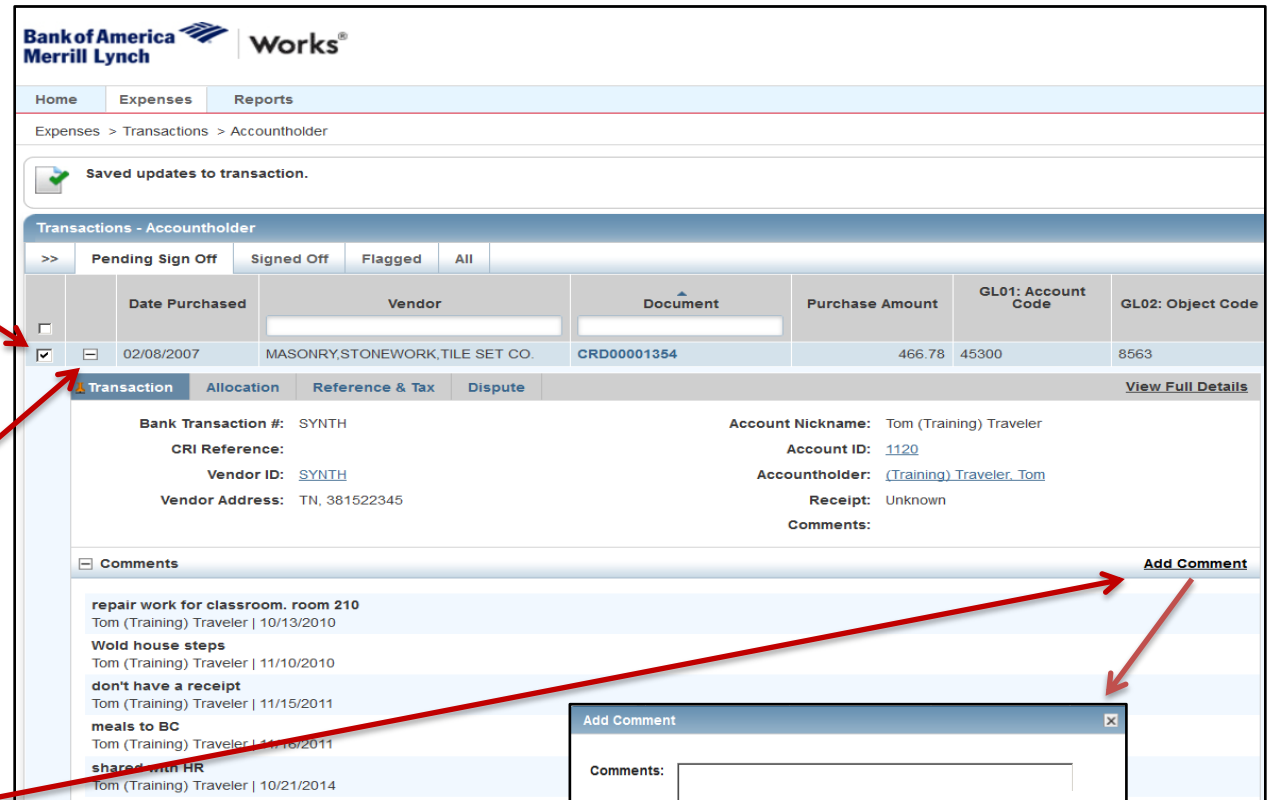
Recommended Settings

© 2015 Bank of America Corporation. All rights reserved. Your last log in was February 17, 2015, 10:31 AM CST.



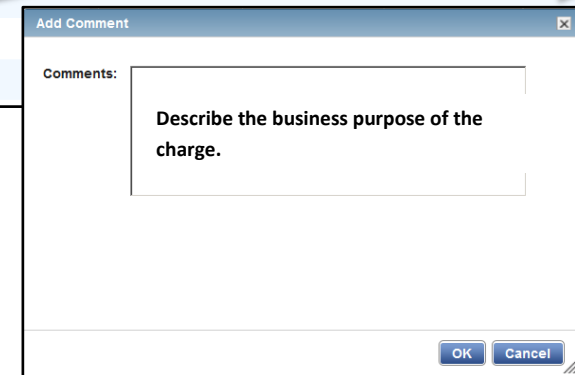
2
Select.....Transactions

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.



5

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

Bank of America Merrill Lynch Works®

Home Expenses Reports

Expenses > Transactions > Accountholder

Allocation updated on 1 transaction. [View Details](#)

Transactions - Accountholder

>> Pending Sign Off Signed Off Flagged All

	Date Purchased	Vendor	Document	Purchase Amount	GL01: Account Code	GL02: Object Code
<input checked="" type="checkbox"/>	02/08/2007	MASONRY, STONEWORK, TILE SET CO.	CRD00001354	466.78	45300	8563
<input type="checkbox"/>	02/08/2007	CAMERA AND PHOTOGRAPHIC SU CO.	CRD00001357	240.62	45300	8411
<input type="checkbox"/>	01/25/2008	ST. REGIS HOTEL CO.	CRD00001362	220.12	45300	8561
<input type="checkbox"/>	01/25/2008	AUTOMOBILE RENTAL AGENCY CO.	CRD00001367	903.60	45300	8565
<input type="checkbox"/>	01/25/2008	MOTEL 6 CO.	CRD00001368	608.92	10258	8585
<input type="checkbox"/>	01/25/2008	GROCERY STORES, AND SUPERMA CO.	CRD00001373	737.93	00100	8411
<input type="checkbox"/>	01/25/2008	NEW YORK HELICOPTER CO.	CRD00001375	845.45	10258	8565
<input type="checkbox"/>	01/25/2008	OPTOMETRISTS AND OPTHAMOLO CO.	CRD00001376	847.21	12580	8411
<input type="checkbox"/>	01/25/2008	KAUAI COCONUT BEACH RESORT CO.	CRD00001380	417.65	multiple	8563
<input type="checkbox"/>	01/25/2008	SHONEY'S INN CO.	CRD00001383	175.14	multiple	multiple

1 Selected | 45 items

Show 10 per page

Retain match Mass Allocate Add to Expense Report Receipt Print Sign Off

Mass Allocate

Apply segment codes to each allocation line on 1 transaction(s).

GL01: Account Code	GL02: Object Code

Empty Segment Field(s) : ☒ Retain original codes(s)
☐ Delete original codes(s)

OK Cancel

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

6

ADD TO EXPENSE REPORT

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.

7

**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

7a

ADDING 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

Reimbursements - Accountholder

	Date Purchase	Document	Uploaded Receipts	Amount	Vendor	GL01: Account Code	GL02: Object Code	In Expense Report	Flagged	Sign Off	Reimbursee
<input checked="" type="checkbox"/>	01/01/2015	ER00001375	No	201.75	my car	10820	8565			none	(Training) Traveler, Tom

View Full Details
Sign Off
Add to Expense Report
Manage Receipts
Print

100157902180 - Receipts

	Upload Date	Receipt Date	File Name	File Size	Description	Document ID
No data available in table						

0 Selected | 0 Items

Show 10 per page Page: 1 of 0

Add Remove View PDF

New Receipt
Stored Receipt

Select **Browse** to find the receipt in your files.

Select **New** receipt for desktop receipts.

Add Receipt

Works supports files in the .pdf, .png, .jpg, .gif and .jpeg format that are 1 MB or less.

* File to Add: Browse... file selected.

Receipt Date:

Description:

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**.

Add Receipt

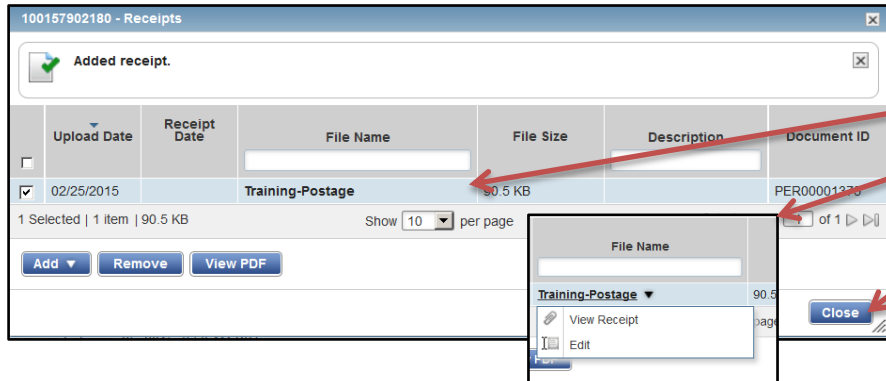
Works supports files in the .pdf, .png, .jpg, .gif and .jpeg format that are 1 MB or less.

* File to Add: Training-Postage.pdf

Receipt Date:

Description:

OK Cancel



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**

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

>> Draft Signed Off Flagged All									
		Date Purchased	Document	Uploaded Receipts	Amount	Vendor	GL01: Account Code	GL02: Object Code	In Expense Report
<input type="checkbox"/>									
<input checked="" type="checkbox"/>				Yes	201.75	my car	10820	8565	

Note: To add the column **Uploaded Receipts**, see **Navigation** instructions.

7b

PRINTING A SUMMARY SHEET FOR SUBMISSION:

Select the document number or multiple documents by clicking the box in the first column.

Transactions - Accountholder

>> Pending Sign Off Signed Off Flagged All

	Date Purchased	Document	Purchase Amount	Vendor
<input checked="" type="checkbox"/>	02/08/2007	CRD00001354	466.78	MASONRY, STONEWORK, TILE SET CO.
<input type="checkbox"/>	02/08/2007	CRD00001357	240.62	CAMERA AND PHOTOGRAPHIC SU CO.
<input type="checkbox"/>	01/25/2008	CRD00001362	220.12	ST. REGIS HOTEL CO.
<input type="checkbox"/>	01/25/2008	CRD00001367	903.60	AUTOMOBILE RENTAL AGENCY CO.
<input type="checkbox"/>	01/25/2008	CRD00001368	608.92	MOTEL 6 CO.
<input type="checkbox"/>	01/25/2008	CRD00001373	737.93	GROCERY STORES AND SUPERMA CO.
<input type="checkbox"/>	01/25/2008	CRD00001375	845.45	NEW YORK HELICOPTER CO.
<input type="checkbox"/>	01/25/2008	CRD00001376	847.21	OPTOMETRISTS AND OPTHAMOLO CO.
<input type="checkbox"/>	01/25/2008	CRD00001380	417.65	KAUAI COCONUT BEACH RESORT CO.
<input type="checkbox"/>	01/25/2008	CRD00001383	175.14	SHONEY'S INN CO.

1 Selected | 69 items

Retry Automatch Mass Allocate Add to Expense Report Attach Print Sign Off

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.

Print

You have selected 2 document(s) for printing.

Print: Summary
Summary
Details
Details and Summary

Available

- Bank Dispute Status
- Bank Transaction #
- Barcode Index
- CRI Reference
- Comp/Vall/Auth
- Date Posted
- Flagged
- Flagged By
- Flagged Date
- GL01: Account Code Desc
- GL02: Object Code Desc
- Group
- MCC
- Personal
- Purchase ID
- Reference
- Source Amount
- Source Currency

Included

- Primary Accountholder
- Date Purchased
- *Document
- Purchase Amount
- Vendor
- GL01: Account Code
- GL02: Object Code
- In Expense Report
- Account ID
- Sign Off

(*) Indicates always active

Landscape printing is suggested if you include more than ten (10) columns.

Print Preview Cancel

Print Preview - Summary

Works - Transactions

Transactions - Summary

Primary Accountholder	Date Purchased	Document	Purchase Amount	Vendor	GL01: Account Code	GL02: Object Code
(Training) Traveler, Tom	02/08/2007	CRD00001354	466.78	MASONRY, STONEWORK, TILE SET CO.	multiple	8552
(Training) Traveler, Tom	02/08/2007	CRD00001357	240.62	CAMERA AND PHOTOGRAPHIC SU CO.	45300	8411

Totals

Transaction Count: 2
Purchase Total: 707.40
Allocation Total: 707.40

Print-Select the printer icon to print

Staple Itemized receipts to the back of the print summary, sign your name on the summary page, and send to **Card Program, McKean House**

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

8

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.

Transactions - Accountholder

>> Pending Sign Off Signed Off Flagged All

		Date Purchased	Document	Purchase Amount	Vendor	GL01: Account Code	GL02: Object Code	In Expense Report
<input checked="" type="checkbox"/>		02/08/2007	CRD00001354	466.78	MASONRY, STONEWORK, TILE SET CO.	multiple	8552	2015-DDD
<input type="checkbox"/>		02/08/2007	CRD00001357	240.62	CAMERA AND PHOTOGRAPHIC SU CO.	45300	8411	Research 2010
<input type="checkbox"/>		01/25/2008	CRD00001362	220.12	ST. REGIS HOTEL CO.	45300	8561	2015-DDD
<input type="checkbox"/>		01/25/2008	CRD00001367	903.60	AUTOMOBILE RENTAL AGENCY CO.	45300	8565	2014-15 Deans Travel
<input type="checkbox"/>		01/25/2008	CRD00001368	608.92	MOTEL 6 CO.	10258	8585	2015-DDD
<input type="checkbox"/>		01/25/2008	CRD00001373	737.93	GROCERY STORES, AND SUPERMA CO.	00100	8411	2013 Deans Travel
<input type="checkbox"/>		01/25/2008	CRD00001375	845.45	NEW YORK HELICOPTER CO.	10258	8565	2015-DDD
<input type="checkbox"/>		01/25/2008	CRD00001376	847.21	OPTOMETRISTS AND OPTHAMOLOG CO.	12580	8411	2012-Student Events
<input type="checkbox"/>		01/25/2008	CRD00001380	417.65	KAUAI COCONUT BEACH RESORT CO.	multiple	8563	2015-DDD
<input type="checkbox"/>		01/25/2008	CRD00001383	175.14	SHONEY'S INN CO.	multiple	multiple	2012-Student Events

1 Selected | 69 items

Show 10 per page

Confirm Sign Off

Sign off 1 reimbursement(s).

Comments:

OK Cancel

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