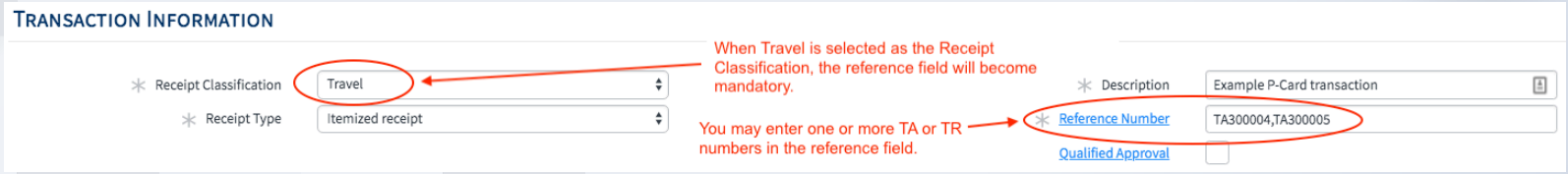
Utah State University

P-Card & Travel Forum
05-Nov-2019

Application Updates

P- CARD

When ‘Travel’ is selected the ‘Reference Number’ field becomes mandatory. You may enter one or more TA and/or TR numbers. When entering multiple numbers, separate each number with a comma.



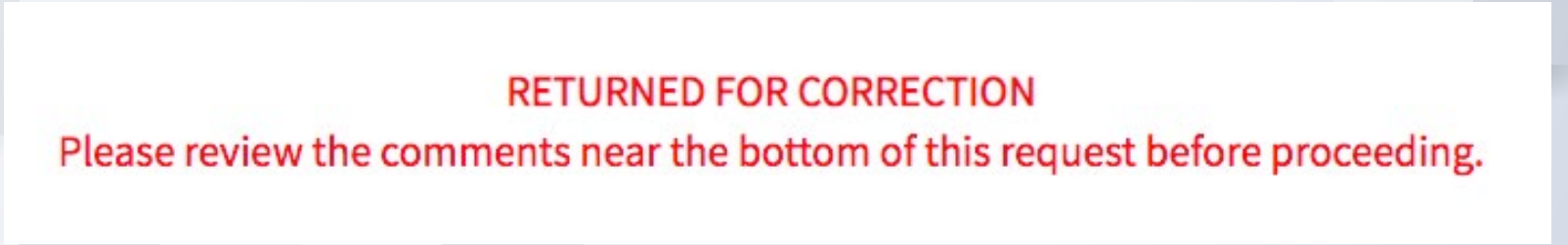
P- CARD

If the index number or account code becomes in -active during the process, red text will appear. The index or account code will need to be updated to move forward.



P- CARD

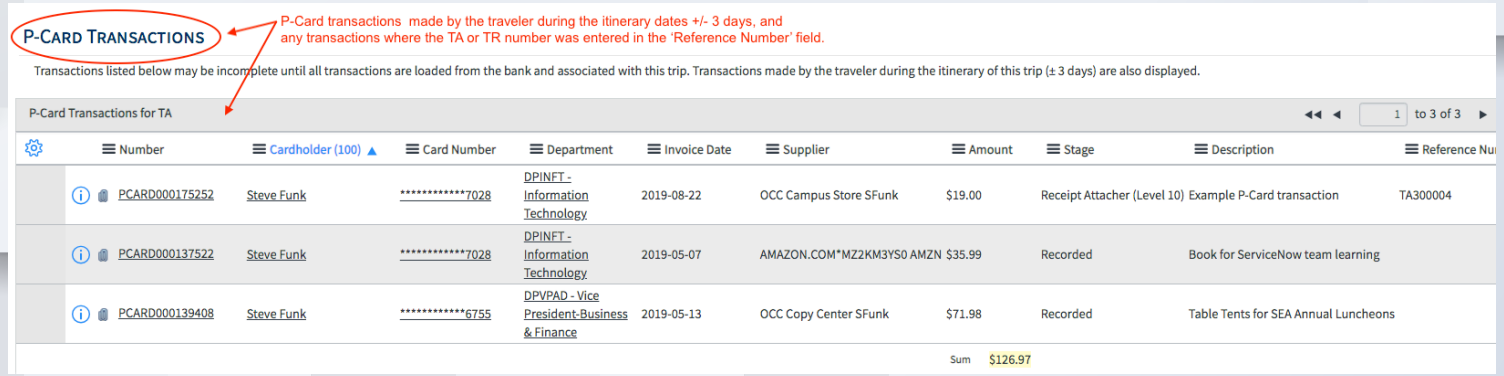
Return for Correction has been added to the P -Card Transaction process, functioning the same as the Travel process.



Travel

A list of P -Card transactions will be available on TAs and TRs.

This includes transactions during the itinerary dates +/- 3 days. Also includes any transaction where the TA or TR number was entered In the ‘Reference Number’ field.



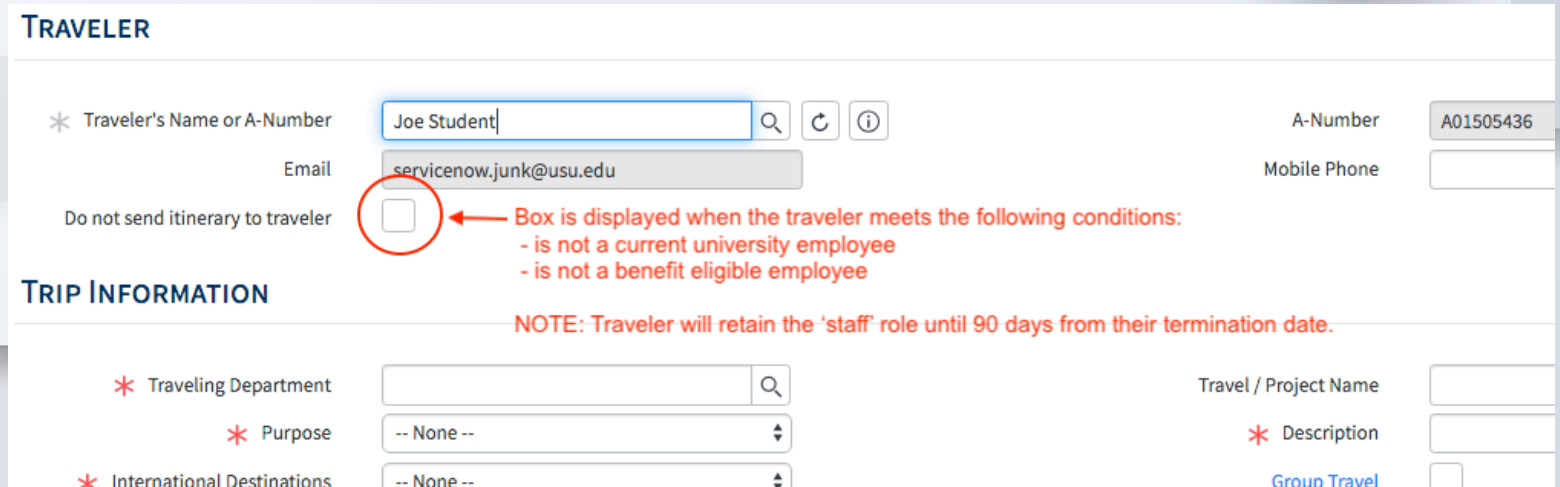
Number	Cardholder (100)	Card Number	Department	Invoice Date	Supplier	Amount	Stage	Description	Reference Nu
PCARD000175252	Steve Funk	**********7028	DPINFT - Information Technology	2019-08-22	OCC Campus Store SFunk	$19.00	Receipt Attacher (Level 10)	Example P-Card transaction	TA300004
PCARD000137522	Steve Funk	**********7028	DPINFT - Information Technology	2019-05-07	AMAZON.COM*MZ2KM3YS0 AMZN	$35.99	Recorded	Book for ServiceNow team learning	
PCARD000139408	Steve Funk	**********6755	DPVPAD - Vice President-Business & Finance	2019-05-13	OCC Copy Center SFunk	$71.98	Recorded	Table Tents for SEA Annual Luncheons	
					Sum	$126.97			

Travel

Do not send itinerary to traveler added to the TA form.

Available if traveler is not a current benefited employee.

NOTE: *The staff role is retained by terminated employees up to 90 days from their termination date.*



Travel

If the index number or account code become in -active during the process, red text will appear. The index or account code will need to be updated to move forward.





When will these changes launch?

Friday, November 8th