CARDHOLDER SELF REGISTRATION INSTRUCTIONS

We have received some questions regarding the user id and password in SmartData. You will create both of these items yourself when you go through the Cardholder Self-Registration steps. See the following instructions with screen shots to guide you through the process.

1. Open the SmartData website
   a. https://smartdata.jpmorgan.com/sdportal/home.view

2. Click the Cardholder Self-Registration link (shown below) to begin.
3. Enter your 16-digit card number in the account number field.

4. Enter 01012014 in the Company Registration Code
5. Create a unique User ID
   a. This should be something easy to remember
   b. EX: your SU user name

Cardholder Self-Registration

- User ID: smithj
- First Name: JANE
- Last Name: SMITH
- E-mail Address
- Confirm E-mail Address
- Password
- Confirm Password
- Security Question
- Security Answer

Register Account  Cancel

6. Verify that the First and Last Names that appear below the user id are correct.
   a. These fields should populate automatically. Verify that your first and last names appear correctly before moving on to the next step.
7. Enter your SU email address in both boxes highlighted below.
   a. This is the email address that all notifications regarding your card will come to.

8. Create a password
   a. At least 8 characters in length, including 2 numbers
9. Choose a security question from the list and provide your answer to it.
a. The answer must be more than 3 letters long or else SmartData won't accept it.

10. Click the Register Account button.
11. You should then see the following message.

Cardholder Self-Registration

A cardholder user, with the specified user ID has been created.

12. Click the Return to Login Screen button.

13. Enter your newly created user ID and password.

14. Click Sign In
15. Set your challenge questions.
   a. NOTE — A challenge question must be answered each time you log on.
   b. Remember that your responses must be more than 3 letters long.

   MAINTAIN CHALLENGE QUESTIONS

   Challenge Question: --- Please select a question ---
   Response: 
   Confirm Response: 
   Challenge Question: --- Please select a question ---
   Response: 
   Confirm Response: 
   Challenge Question: --- Please select a question ---
   Response: 
   Confirm Response: 

   Save

16. Click Save

17. Destroy your old SU Visa card now.

You have now completed the initial cardholder account setup!
**To Code Your Corporate Card Transactions:**

1. Select **Account Activity > Transaction Summary.**
The Transaction Summary search screen appears.

2. In the Search Criteria section, specify the date range to search by.
The system looks for all transactions within the date range.

3. All of your transactions will appear within the date range you selected.

4. You can use the “expand all” selection to show detail on all of your transactions at once, or you can select the arrow icon next to each transaction to show detail for just one or more transactions at a time.

5. Once you have detailed into your transaction, you will see empty field boxes for “fund”, “department”, and “object code”. This is where you will input your accounting code for each transaction. Note that the fund code is 2 digits, the department code is 4 digits, and the object code is 5 digits.

6. If you need to split a transaction into two or more codes, click on the Split Detail icon. To the right, under your transaction line, you will see a box with a number 2 (default) in it, with a black box with the word ADD inside it. For splitting the transaction into 2 different codes, leave it at two and hit add. For 3, enter 3, etc. At that point separate lines will appear for you to enter the different accounting codes for each split. Be sure to hit SAVE before exiting.

7. You will need to do this for each and every transaction that is charged to the corporate card.
About Reviewing Transactions

The Reviewed option on the financial screens allows you to indicate that you have reviewed and accepted a transaction.

Your manager or administrator may use this status in their own transaction review or expense reporting procedures. Once you apply the reviewed status to a transaction, the transaction is locked and cannot be edited unless your administrator has activated the feature. If you need a transaction unlocked, contact your manager or administrator for assistance.

NOTE:
The Review Transactions feature may not be available at your site.

You can review transactions on:
- Transaction Summary screen
- Transaction Detail screens (cash transactions, merchant transactions, splits, and so on)

Reviewing a Transaction in the Transaction Summary Screen

These steps explain how to review a transaction in the Transaction Summary screen.

Before you begin
You cannot mark a transaction Reviewed if it contains invalid accounting code values. Correct the accounting code fields before marking it Reviewed.

All required fields need to be completed before you can Save a Reviewed transaction.

Procedure
1. Select Account Activity > Transaction Summary.
The Transaction Summary search screen appears.
2. In the Search Criteria section, specify the date range to search by.
The system looks for all transactions within the date range.
3. In the Reviewed column, select the check box next to the transaction.
The Reviewed check box will be disabled if a transaction has already been reviewed or exported. If the transaction has been both reviewed and approved, the check box is replaced with a lock (🔒).
4. Click Save.
Welcome to Southwestern University's Corporate Card program. We hope you find the Corporate Card a convenient and useful tool in conducting business for the University.

These procedures will provide you with the basic information for using the Corporate Card, including an overview of the process using the cards, documentation required for properly conducting Purchasing and Travel transactions, reviewing and approving your card statement using the Internet and reallocating transactions to departments and object codes for general ledger accounting.

If you have questions, please contact the Corporate Card Administrator in the Business Office.

New for 2016 - Corporate Card transactions are now required to have supervisor approval similar to purchases made through the traditional AP system. See the Purchase Approval section below for more details.

PURPOSE
The purpose for Southwestern University Corporate Card is to provide employees with an efficient system for purchasing goods and services under $1,000 and travel up to $2,000. The Corporate Card is a specialized MasterCard administered by JPMorgan Chase. Purchases made with the cards will be charged directly to the account specified in Smartdata, JPMorgan’s online reporting platform, and will be reported on the monthly general ledger.

The primary benefits of using the Corporate Card for departments are:
• Acceptance by any merchant who accepts MasterCard
• More timely purchase and receipt of goods
• Convenience of purchasing via the internet or telephone
• Increased information about purchasing transactions captured on Smartdata
• Reduced paperwork since no PO or check requisition is necessary
• Increased rebate amount earned by the University

KEY CONTACTS
Contact Southwestern University’s Corporate Card Administrator—Melissa Williamson in the Business Office at 863-1617 or at williamm@southwestern.edu, if you have any questions.

DEFINITIONS
Supplier - A company from which a Cardholder is purchasing goods under the provisions of these procedures.
Cardholder - Personnel who have been issued credit cards and are authorized to make University purchases in accordance with these procedures.
Corporate Card Administrator - The person in the Southwestern University Business Office responsible for program details (Melissa Williamson)
President's Staff - The University’s chief administrative officers, consisting of the following personnel: Dean for Enrollment Services, Dean of the Faculty, Vice President for Finance & Administration, Vice President for Student Life, Vice President for University Relations, and Chief Marketing Officer & Vice-President of Integrated Communications.
Purchasing Limits - The limitation of purchasing authority delegated to a Cardholder. Most cardholders at Southwestern have a maximum purchasing dollar limit of $1,000 per single purchase and $10,000 for total monthly purchases. These limits may be customized for each card based on the cardholder's authority and needs. All purchases in excess of $500 must be approved in advance by a member of the President's Staff. In addition, expenses should not exceed departmental budget limitations.
Smartdata - JPMorgan Chase’s online reporting platform providing online review and approval of cardholder transactions. The system will list all transactions for the current cycle (month), requiring review by the cardholder. Additionally, historic transactions are maintained on the system for a number of years.
Travel Limits - The limitation of travel authority delegated to certain Cardholders. Most travel expenses have a maximum purchasing dollar limit of $2,000 per single purchase and $10,000 for total monthly transactions. These limits may be customized for each card based on the cardholder’s authority and needs. All purchases in excess of $500 must be approved in advance by a member of the President’s Staff. In addition, expenses should not exceed departmental budget limitations.

NEW CORPORATE CARDHOLDERS
Print the Cardholder Enrollment Form. The completed and signed forms can be campus mailed to the Corporate Card Administrator in the Business Office.

**LOST OR STOLEN CARDS**
If you lose your Corporate Card immediately notify JPMorgan Chase at 1-800-880-0669. Also notify the Corporate Card Administrator as soon as possible. The lost/stolen card will be immediately deactivated.

**OVERVIEW OF THE CORPORATE CARD PROCESS**
The SU Corporate Card can only be used for University business. It is the expected method of payment when purchasing with a credit card. Reimbursements will no longer be made for purchases using personal credit cards without prior approval of the President’s Staff. Remember that transactions over the limit set on your card cannot be made with your Corporate Card; they will be automatically declined.

**RECEIVING A CORPORATE CARD**
Department Chairs will designate new Cardholders by completing a Corporate Card Enrollment Form.

The new Cardholder should read these procedures and will be required to sign the Corporate Card Employee Agreement (Page 2 of the Enrollment Form) indicating that the Cardholder understands the procedures and their responsibilities.

The Corporate Cardholder Enrollment Form should be sent to the Corporate Card Administrator in the Business Office.

The Corporate Card Administrator will maintain records of Corporate Card requests, dollar limits, Cardholder transfers, and lost/stolen/destroyed card information. Approved requests will be processed and a Corporate Card issued to the cardholder. Upon receiving the Corporate Card, the cardholder will be contacted by the Corporate Card Administrator for training.

**CARD EXPIRATION AND EMPLOYMENT TERMINATION**
(Including Leave of Absence and Retirement)
A Corporate Card typically expires after three years. The Cardholder will receive a new card before the expiration date of the old card. Upon receipt of the new card, the old card should be destroyed to ensure security of the card and account number.

Before leaving Southwestern University, including employees on a Leave of Absence and Retirement, the Cardholder shall turn in the Corporate Card to the Corporate Card Administrator in the Business Office. The Corporate Card Administrator will review the Cardholder’s Electronic Statement to ensure all transactions have been reviewed and approved. The Corporate Card Administrator will deactivate the card and destroy the card.

Employees who transfer between University departments may keep their Corporate Card if their new supervisor wants them to have one. The new supervisor or Cardholder shall e-mail the Corporate Card Administrator asking that the default department number be changed for that card.

**CARD SECURITY**
It is the Cardholder’s responsibility to safeguard the Corporate Card and account number to the same degree that a Cardholder safeguards his/her personal credit information. The Cardholder must not allow anyone to use his/her credit card or account number. A violation of this trust will result in the Cardholder having his/her card privileges suspended.

If your card is lost or stolen, please immediately notify JPMorgan Chase at 1-800-880-0669. Also notify the Corporate Card Administrator. The lost/stolen card will be immediately deactivated.

A new Corporate Card will be promptly issued to the Cardholder. A card that is subsequently found by the Cardholder after being reported lost or stolen should be cut in half and forwarded to the Corporate Card Administrator, since cancellation of the card is an irreversible action.

**USING YOUR CORPORATE CARD**

**AUTHORIZED CORPORATE CARD USE**

**Travel Limits**
The Corporate Card may be used for a majority of transactions arising in the normal course of business travel. The following limitations exist on the Corporate Card for travel:
- The total amount of a travel transaction shall not exceed the single purchase limit of $2,000.
- A purchase shall not be split into multiple transactions to stay within the single purchase limit.
- The Cardholder shall inform the supplier that the expenses are not subject to sales tax.

**Purchasing Limits**
The Corporate Card may be used for a majority of transactions arising in the normal course of business. The following purchasing limitations exist on the use of the Corporate Card:
- The total amount of a purchasing transaction shall not exceed the single purchase limit of $1,000 unless the Cardholder has received advance approval from the VP of Finance & Administration for a temporary limit increase.
- A purchase should not be split into multiple transactions to stay within the single purchase limit.
- A purchase order should be used instead of a Corporate Card for all purchases over $1,000 unless the Cardholder has received advance approval from the VP.
The Cardholder shall inform the supplier that the expenses are not subject to sales tax.

The Corporate Card may be used to purchase computer hardware/software, but ITS approval is required prior to the purchase.

UNAUTHORIZED CORPORATE CARD USE
The Corporate Card SHALL NOT BE USED for the following:

- Personal purchases
- Non-University purchases
- Contract Services (Due to legal concerns and the complexity of IRS regulations regarding independent contractors, these purchases should be processed using Purchase Requisitions).
- Large office equipment (i.e. copiers, fax machines, computers, etc...)
- All such purchases should be approved and coordinated by the ITS department.

A Cardholder making unauthorized purchases or carelessly using the Corporate Card may be personally liable for the total dollar amount of such unauthorized purchases plus any administrative fees charged by JPMorgan Chase in connection with the misuse. Inappropriate or fraudulent use of the Corporate Card by the Cardholder may also be subject to disciplinary action up to and including termination of employment.

PURCHASE APPROVAL
All corporate card purchases must be approved by the cardholder’s supervisor, or his/her designee, at the end of each month. Additionally, purchases of $500 or more must be approved by the appropriate member of the President’s Staff prior to the purchase being made. Documentation of this approval should be submitted with the monthly statement and receipts to the Business Office. All of the required approvals should be obtained in a timely fashion so that statements can be turned into the Business Office by the deadline stated in the Monthly Deadlines section.

CORPORATE CARD BEST PRACTICES
The Corporate Card that the Cardholder receives has his/her name embossed on it and shall only be used by the Cardholder for University business. No other person is authorized to use your card. The Cardholder may initiate transactions on behalf of others in his/her department; however, the Cardholder is responsible for all use of his/her card.

It is the Cardholder’s responsibility to be aware of his/her own department rules and guidelines regarding purchases and make only appropriate purchases.

The following checklist summarizes the purchasing process the Cardholder may use when making a purchase:

- Non-Travel Purchases
  - The value of items purchased must not exceed $1,000 on a single transaction, unless approval is obtained from the VP for Finance & Administration in advance
  - Advance approval from ITS is required when purchasing technology-related goods or services
  - Solicit from an adequate number of suppliers to assure the best price, quality, and delivery. Select the vendor who provides the best value to Southwestern University
  - Confirm that the supplier accepts MasterCard.
  - Inform the supplier that the purchase is for Southwestern University and is exempt from sales tax
  - Direct the supplier to include the following information on the shipping label and packing list
  - Request that the receipt be sent to the Cardholder. This will ensure that the documents necessary for record keeping are readily available to the Cardholder.
    - Cardholder’s name and telephone number
    - Complete delivery address
    - The words “Corporate Card Purchase”
    - The supplier’s order number

- Travel Purchases
  - The travel expense must not exceed $2,000 on a single transaction
  - Solicit from an adequate number of suppliers to assure the best price (i.e. airfares). Select the vendor who provides the best value to Southwestern University
  - Confirm that the supplier accepts MasterCard

CARDHOLDER RECORD KEEPING
Purchases with the Corporate Card can be made over the counter, via telephone or the Internet.

Appropriate documentation supporting the expense must be obtained by the Cardholder for all corporate card transactions and filed with your statement at the end of the month.

Complete the “no receipt” form for transactions without receipts. This form must be signed by you and your department chair or supervisor. Your explanation should include a description of the expense, date of purchase, supplier’s name and reason for the lack of supporting documentation.

File your receipts in your Monthly Receipts Envelope provided by the Business Office. Envelopes can be obtained from the Corporate Card Administrator.
If you have charges during the month you will receive an email from JPMorgan Chase notifying you that your monthly statement is available. If you haven’t already done so, log into Smartdata and use your receipts to verify the correctness of the transaction date, amount, vendor name, etc., including the correct account number for coding.

A default general ledger account is assigned to each Cardholder when (s)he is issued a Corporate Card based on the information in the Corporate Card Enrollment Form. To change this account number at any time, contact the Corporate Card Administrator.

Once you have reviewed all of your transactions for the month, print the monthly statement and sign and date it. Enclose it with the receipts in the Monthly Receipts Envelope. Complete the information requested on the front of the Monthly Receipts Envelope, and forward the envelope to the Business Office by the 10th of the month following the statement date.

It is important for you to print and sign the monthly statement in addition to having your supervisor and President’s Staff member, if applicable, approve your purchases as the statement is our permanent record of authorization for your transactions.

Do not enclose cash or checks in your Monthly Receipts Envelope. You may send checks to the Corporate Card Administrator via campus mail in a separate envelope. Cash should not be sent in campus mail. Please bring it to the Business Office in person.

The Business Office will collect, review and file your documentation each month. We will maintain record archives in accordance with Southwestern’s Record Retention policy. Therefore, it is not necessary for you to keep copies of your receipts.

MONTHLY DEADLINES
Receipts for corporate card transactions are due to the Business Office on a monthly basis. These receipts should be sent to the Business Office as soon as possible after the end of the month, but no later than the 10th of the next month (i.e. October 10th for September statements).

On the 25th of the next month (i.e. October 25th for September statements), the Business Office will send a reminder email to all cardholders who have not turned in their statements and receipts. Cardholders who have not turned in the required documents by the 15th of the 2nd month following the statement date (i.e. November 15th for September statements) will receive a second and final email reminding them to turn in their documents and warning them of potential card deactivation. The Cardholder’s department chair or supervisor will be copied on each of the emails previously discussed. On the last day of the 2nd month following the statement date (i.e. November 30th for September statements), any cardholders who have not turned in their statement and receipts will have their cards deactivated.

We understand that there are certain circumstances, such as long term travel, which can make these procedures difficult to follow. We ask that you keep us informed of these situations so that we can work with you.

Deactivated cards are not cancelled and will be activated again once the required documents have been turned into the Business Office and reviewed and supervisor approval is received. Cardholders who continually miss the monthly deadlines may have their cards canceled.

YEAR END CUTOFF AND ACCOUNTING
The monthly billing cycle for Corporate Card transactions runs from the first through the last day of the month. Charges posted to the Smartdata system during the billing cycle will be posted to that month’s general ledger activity at the beginning of the following month. For example, the billing cycle running from July 1 through July 31 will be posted to the general ledger on or about August 10.

It is important to note Southwestern’s fiscal year end cutoff policy for Corporate Card transactions. Transactions posted to Smartdata during the billing cycle ending on June 30 will be posted to the current fiscal year’s general ledger. Transactions posted to Smartdata starting July 1 will be deferred and recorded on August 10th as new fiscal year transactions.
BUSINESS OFFICE

Purchasing Procedures

General
University purchases may be made via accounts payable check, ACH, wire, corporate card, or petty cash funds.

Purchase Requisition
- For purchases equal to or exceeding $1,000, a purchase requisition should be turned into the Purchasing Assistant in the Business Office, along with a quote or estimate from the vendor.
- The requisition should be signed by the budget officer or department head and by the appropriate member of President’s Staff or his/her designee prior to being sent to the Business Office.
- The documents should be turned in before the vendor begins work on the order.
- The purchasing assistant will then generate a purchase order and will send a copy to the vendor and to the person who initiated the purchase requisition.
- Upon receipt of the purchase order, the vendor will send goods or initiate services.
- Then the vendor will send the University an invoice.
- The PO initiator should note on the invoice when the goods/services were received, put the appropriate PO number on the invoice, and give to the budget officer or department head to sign authorizing payment.
- The Invoice is then sent to the Purchasing Assistant in the Business Office for payment.

Check Requisition
- Purchases less than $1,000 are not required to have a purchase order.
- The purchaser should complete a check requisition form and send to the Accounts Payable Clerk in the Business Office along with the invoice or other relevant supporting documentation (see reimbursement requests below).
- Prior to sending to the business office, the purchaser should note on either the invoice or check requisition which account number the purchase is being charged to and give to the budget officer for review and approval.
- If the invoice or check requisition is greater than or equal to $500, it should also be approved by the appropriate member of the President’s Staff or his/her designee.

Corporate Card Purchases
- SU corporate cards can be used for travel expenses up to $2,000.
- Corporate cards can also be used for University expenses other than travel up to $1,000.
- All corporate card purchases greater than or equal to $500 should be approved in advance by the appropriate President’s Staff member or his/her designee.
- See SU’s Corporate Card Policy (here) for more information.

Requests for Reimbursement of Business Expenses
- All purchases should be made via Accounts Payable check or SU corporate card.
- Personal credit cards should not be used unless there are extenuating circumstances and approval from a member of President’s Staff is approved prior to the purchase.
- In these cases, the purchaser can submit to the Accounts Payable Clerk a check requisition along with original receipt(s) substantiating the purchase.
- Reimbursements of < $100 can be processed through petty cash.
- Reimbursement requests for business mileage must include odometer readings.
- Reimbursement requests for travel expenses must be submitted on a Report of Business Expense form. See SU’s Travel Policy (here) for more information.

Personal Expenses Not Reimbursed
The University does not reimburse for personal expenses. Some examples include:

- personal subscriptions
- laundry services
- personal long distance telephone calls
- personal internet access

Receipts and Required Documentation

To properly document business expenses, the IRS requires receipts which include at least the following information:

- Name and address of payee
- Date of purchase
- Purchase amount
- Purchase description

If original receipts are not turned in, the employee will be responsible for maintaining such receipts.

Expenses incurred for entertainment purposes must meet the IRS requirements for receipts listed above and document the following information:

- Name of the person(s) entertained
- Business purpose of the entertainment (e.g. fundraising visit, faculty candidate dinner, etc...)

The following items by themselves are not considered valid original receipts by the IRS:

- Checkbook carbon copy of checks
- Cancelled checks (typically fails to provide sufficient information as noted above)
- Personal credit card monthly statements
- Un-itemized credit card receipts (typically fails to provide sufficient information as noted above)
- Order confirmations that do not show payment information
- Travel itineraries that do not show payment information

Purchases from Restricted Funds

- Purchases from sources other than the regular operating budget (fund 11 accounts) are subject to the same guidelines stated above; however, additional approvals are required.
- Purchases made with grant funds (Fund 22 accounts) should be sent to the Accountant in the Business Office for review and approval.
  - The Accountant will ensure that the purchase is allowable per the grant guidelines in addition to any applicable Federal and State regulations.
  - Once approved, the documents will be turned over to Accounts Payable for payment.
- Purchases made from the plant fund (Fund 01 accounts) for construction projects, renovation projects, office furniture, and large equipment should be coordinated with one of the Physical Plant managers and then sent to the Assistant Controller for review and approval.
- Purchases from Fund 21 or 71 accounts should also be submitted to the Accountant for review and approval.
  - The Accountant will ensure the purchase is allowable according to the spending restrictions specified by the donor(s).
  - Once approved, the documents will be turned over to Accounts Payable for payment.

Contracts

- A contract is required when paying a vendor (can be an individual or business entity) for services
  - Example: inviting a guest speaker or performer to campus
- Contracts with non-U.S. citizens require additional paperwork and have income tax withholding requirements different than contracts with U.S. citizens.
- Contracts requiring multiple payments, such as a deposit up front and remainder upon completion, should be submitted to the Executive Administrative Assistant in the office of the VP for Finance & Administration with a purchase requisition and a check request for each payment to be made.
- All other contracts should be submitted to the Executive Administrative Assistant in the office of the VP for Finance & Administration with a check request in the amount to be paid.
- Contact the Executive Administrative Assistant in the office of the VP for Finance & Administration for more specific information and contract templates.
MasterCard TIPS

Did you know...

#1: We are REQUIRED by the IRS to complete an expense report for all travel related expenses charged to your University Corporate Card. Original receipts should accompany your expense report and your signed MasterCard statement should have a note next to the appropriate charge as to where the original receipt is located.

#2: We are REQUIRED by the IRS to submit itemized receipts in addition to the charge receipt for all purchases made on your MasterCard. Example: Restaurants will give you two receipts, one itemized and one for the charge. Both receipts should be submitted with your signed MasterCard statement.

#3: If you charge a meal to your Corporate Card, you are required to write on the receipt who attended and what the charge was for. If you are entertaining for business purposes, think of it like an expense report where you list the person or persons being entertained. Same requirements apply with the MasterCard. We will not accept meal charges without the required information written on the receipt and will expect you to reimburse the university for these charges.

#4: When allocating charges via SmartData to the appropriate budget account, please verify that the correct account number is entered. Make sure the account is active and there are enough funds available to cover your charge. If this pattern continues with the same person, your MasterCard will be considered for cancellation.

Call Lori McBee at ext. 1929 with questions concerning your receipts or expense report. Call Melissa Williamson at ext. 1617 with questions concerning your card account or SmartData.
**SOUTHWESTERN UNIVERSITY**

**REPORT OF BUSINESS EXPENSES**

**Employee's Name:**

**Purpose of Trip:**

**City and State of Destination:**

**Department:**

**Date of Submission:** 8/16/17

**FOR BUSINESS OFFICE USE ONLY**

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<th>ITEM DESCRIPTION/EXPLANATION</th>
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<th>WEDNESDAY</th>
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<th>ITEM TOTAL</th>
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<td><strong>12 Registration Fees</strong></td>
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<td><strong>14 Business Entertainment</strong></td>
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<td><strong>Totals for Each Day</strong></td>
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**Reconciliation of Charges**

- **Round Rock Travel-BTA**: $ a
- **Corporate Card**: $ b
- **Auto Rental Directly Billed to University**: $ c
- **Expenses Prepaid with University Check**: $ d
- **Total Charged to Univ.**: $ e
- **Cash, Personal Check or Personal Credit Card**: $ f
- **Total for the Week**: $ g
- **Less: Charges to Company**: $ h
- **Less: Travel Advance**: $ i
- **Less: Personal Expenses Charged to Corporate Credit Card**: $ j

**ENTERTAINMENT EXPENSE DETAIL**

<table>
<thead>
<tr>
<th>Date</th>
<th>WHO Was Entertained</th>
<th>Business Purpose</th>
<th>Total</th>
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I certify this statement accurate as to actual & necessary business expenses.

Employee: __________________________

Budget Officer: ______________________

Form Modification Date: 12/17/15

Irs Regulations Require Detailed Information Regarding Business Entertainment Expenses (Above Must Corresponde To Line 14) $
Southwestern University
Corporate Visa Card
No Receipt Acknowledgment

Name ________________________________________________________

Dept. ________________________________________________________

Today's Date ________________________________________________

<table>
<thead>
<tr>
<th>Date of Transaction</th>
<th>Place of Purchase</th>
<th>Detail of Item Purchased</th>
<th>Receipt Amount</th>
<th>Reason for no receipt</th>
<th>Budget Account</th>
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Cardholder Signature _________________________________________

Dept. Chair Signature _______________________________________