

T&H Card Resources and Instructions

Submit your T&H card transaction report directly in Workday or, use the forms below when sending T&H card documents to a Procurement and Expense Specialist (PES) to process the transactions for you. While you may not need to fill out all of the forms for your particular purchase, you will always need a worktag, detailed business purpose, and itemized receipts. If you do not know the worktag to use, please reach out to IMSE's Cost Center Manager, Brian Wildeboer. Once you have completed your forms, send them along with all receipts to a PES at finance_delivery@iastate.edu.

Documents:

P-Card, Personal/Non-Travel & T&H Card Reimbursement Form: Include this form and any receipts when submitting to a Procurement Specialist at finance_delivery@iastate.edu.

T&H Card Certificate of Lost Receipt: Fill out and include this form for any/each missing receipt(s) from your purchase(s) when submitting to Workday or to a Procurement Specialist.

Additional Resources

Procurement Travel FAQ (has info regarding COVID-19)

<https://www.operationsfinance.iastate.edu/travel>

Travelers must register with the **Office of Risk Management** when traveling internationally

<https://isutransport.iastate.edu/>

Controller's Office Travel page (has really helpful information for just about any questions a traveler may have regarding foreign transportation, air transportation, surface transportation, lodging and meals, etc. It's best for the traveler to check this page and plan accordingly rather than to check it after the trip) <http://www.controller.iastate.edu/travelinformation/homepage.htm>

Summary of Allowable Travel Expenses (travelers should check this page before travel rather than after) <http://www.controller.iastate.edu/travelinformation/allowableexpenses.htm>

Summary of Unallowable Travel Expenses (travelers should check this page before travel rather than after) <http://www.controller.iastate.edu/travelinformation/unallowableexpenses.htm>

Workcyte/Cybox job aids:

Create Spend Authorization or Cash Advance

<https://iastate.app.box.com/v/create-spendauth-cashadv>

Create Expense Report and/or Verify T&H Card Transactions

<https://iastate.app.box.com/v/create-exp-report>

View My Expense Reports and Spend Authorizations

<https://iastate.app.box.com/v/view-my-expense-reports>

P-CARD, PERSONAL/NON-TRAVEL & T&H CARD REIMBURSEMENT FORM

Attach this completed form and any associated paperwork to your Workday transaction.

- Receipt- *Itemized* cashier receipt, invoice, registration form, e-mail, etc. (When applicable, please be sure shipping charges are included on the invoice...total **must** match posted charges.)

Note: It is the cardholder's responsibility to obtain and submit necessary documentation and information so transaction can be processed **within 30 days** of the posting date.

Check One: P-Card T&H Card Non-Travel Reimbursement

Cardholder name: _____ Date of purchase: _____

Vendor: _____

Items purchased: _____

Business purpose:
(be descriptive) _____

Should include Who, What, Why, Where & When

Worktag number: _____ Amount: _____

Worktag number: _____ Amount: _____

Worktag number: _____ Amount: _____

Required for Hospitality or Group Meal Expenses Only

Beginning date: _____ Ending date: _____

Location: _____

Participant names: _____

(or attach list)

T&H CARD CERTIFICATE OF MISSING RECEIPT

This form must be completed for each missing receipt required as part of any reimbursement transaction. Acceptance of this form in lieu of the original receipt is at the discretion of the funding approver(s) and the Controller's Department, and the University is under no obligation to reimburse for unsubstantiated costs.

Employee/Payee Name _____ Transaction Date (mm/dd/yyyy) _____

Vendor Name _____ Missing Receipt Amount _____

Description of Purchase	Quantity	Cost of Item	Total Cost

REASON AN ITEMIZED RECEIPT IS NOT AVAILABLE

EMPLOYEE/PAYEE HAS MADE THE FOLLOWING ATTEMPTS TO OBTAIN RECEIPTS OR DOCUMENTATION

CERTIFICATION SIGNATURES

I hereby certify the following:

- No alcohol is being reimbursed, except with agency or general support Foundation funds.
- All goods or services purchased on this transaction were for university use. No personal purchases were made.
- I will not seek reimbursement from the university in any other manner for this transaction.
- Itemized receipt is not in my possession for the reasons stated above.
- I acknowledge that repeated lack of documentation could result in revocation of reimbursement privileges.

Employee/Payee: _____ Date: _____

Department chair/director: _____ Date: _____

(If the employee/payee is the department chair/director, please obtain signature from the employee/payee's supervisor.)

This form must be imported to an Expense reimbursement, a Supplier Invoice, or an Ad Hoc Payment in lieu of the original receipt.