

## University One Card Reimbursement Procedure

During the review of University One Card charges, an accidental/incorrect charge may be discovered that necessitates a reimbursement to the University. The procedure to record the receivable on the university balance sheet until the repayment is made is outlined below:

1. When reviewing One Card charges an accidental/incorrect charge is discovered. The charge could be :
  - a. Self-reported by cardholder
  - b. Reported by entry delegate
  - c. Reported by those who are reviewing One Card charges
  - d. Reported by those who are reviewing financial reports
2. If feasible, any items purchased or charges incurred can be returned/reported to the supplier for a credit to the University One Card and repurchased using the correct payment method.
3. If a return is not possible, the cardholder, fiscal reviewer, or approver must complete the **One Card Reimbursement Form** in PeopleSoft Finance. The form can be found under the Main Menu in the Employee Self-Service section.
4. Once the form is submitted, it will route electronically to APSS. APSS will enter a credit on an Expense Report (ER) which will result in the creation of an Adjustment Cash Advance (CA) for the employee responsible for the incorrect charge. APSS will add the Adjustment CA number to PaymentNet for the subject transaction.
5. The Adjustment CA will appear on the Outstanding Cash Advance report as a receivable (PS Account 132800) on the MoCode provided by the department.
6. The ER will route electronically for approval to the project manager (if necessary) and fiscal approver. Once approved, a credit will be recorded to the MoCode and PS Account provided by the department.
7. The fiscal reviewer or approving official will ensure that the employee has been notified of the incorrect charge and request reimbursement.
8. The employee will either submit a check to the department for the amount to be reimbursed or associate the outstanding Adjustment CA to a future ER to reduce reimbursement. All cash advances must be repaid in full or applied to an Expense Report reimbursement within 21 calendar days, per policy.
9. If a check is submitted, the department will create a CRR to the MoCode provided earlier, using PS Account 132801 to relieve the outstanding cash advance receivable and notify APSS of the CRR number. APSS will associate the CRR to the CA to reconcile the outstanding balance.