

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. Procedures for this transaction type are 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 accidental/incorrect charge is discovered by someone other than the cardholder, the fiscal reviewer will ensure the employee has been notified of the incorrect charge and request reimbursement.
4. The cardholder should repay the university within 21 days and must complete the **One Card Reimbursement Form** in PeopleSoft Finance. The form can be found under the Travel and Expenses tile – My Forms dropdown. Using a CRR the cardholder should reimburse the funds to the same ChartField and PeopleSoft account information used when reconciling the One Card purchase.
5. If the amount has not been repaid within 21 days, additional steps must be completed in order to reconcile the transaction. In addition to the cardholder, etc. creating the **One Card Reimbursement Form**, APSS will need to 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 and amount will need to be paid back against a future ER. These additional steps will increase the time before the transaction can be fully reconciled.
6. 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 ER within 21 calendar days, per policy.