

Travel Expense Module Single Use Account

Office of Procurement Services

Tammy Bean



INDIANA UNIVERSITY



INDIANA UNIVERSITY

Single Use Account (SUA)

Single-use credit card option used for the following transactions:

- **Conference registration**
- **One night hotel deposit**



INDIANA UNIVERSITY

Single Use Account (SUA)

Who can use it?

- **IU Travelers**
- **Arrangers/Org Arrangers**





INDIANA UNIVERSITY

Single Use Account (SUA)

Is it secure?

- **Validation on the merchant name**
 - ✓ **If not 90% match, FO receives an FYI notification**
- **Can't be used for more than the requested amount**



INDIANA UNIVERSITY

Single Use Account (SUA)

When does the card number expire?

- **The trip end date plus one day**

SUA credit card can only be used as a prepayment option – when payment needs to be made before the trip.



INDIANA UNIVERSITY

Single Use Account (SUA)

How does it work?

- Choose expense type from dropdown on a TA
- Enter merchant information and amount
- Upload supporting documentation
- TA approved by FO
- Routes to Travel to verify that the merchant and amount matches the documentation
- FYI sent to initiator
- Request card number on the TA



Single Use Account (SUA)

Expenses ▼ hide

New Expense

* Expense Type Code	Actions
<input type="text"/>	<input type="button" value="add"/>

- \ - Airfare
- ʌ - Automobile Rental
- ˆ - Conference Registration
- ˙ - Fuel
- 3A - Group Airfare
- 3R - Group Automobile Rental
- 3L - Group Lodging
- 3N - Group Meal
- 3O - Group Other
- .M - Limousine
- . - Lodging
- .G - Luggage
- 4C - Mileage - Courtesy Car (Restricted Use)
- 4E - Mileage - Excess - Up to 2500 Miles
- 4P - Mileage - Personal Car - First 500 Miles
- 4S - Mileage - State Grant Funded
-) - Other
- ˆ - Parking
- ˆH - Phone
- ˆC - Prepaid Conference Registration
- ˆL - Prepaid Lodging Deposit
- ˆP - Taxable Per Diem
- ˆ - Taxi
- ˆL - Tolls
- 4T - Miscellaneous - DO NOT USE



Single Use Account (SUA)

Prepaid Conference Registration

Only Single-Use Credit Card Payments are supported for Prepaid expenses at this time. If the vendor you need to pay does not accept Credit Card payments, please have a Disbursement Voucher certified user with access to this document return to it upon Final approval to initiate payment using the 'Vendor Payment' button. If you are unsure who to contact, please check with your department's business office.

▼ hide **Estimated Prepaid Conference Registration Expenses**

	* Expense Amount	* Merchant Name	Actions
add:	<input type="text" value="325"/>	<input type="text" value="Conference International"/> x	<input type="button" value="add"/> <input type="button" value="delete"/>
		Notes	
Total: \$0.00			

Prepaid Lodging Deposit

Only Single-Use Credit Card Payments are supported for Prepaid expenses at this time. If the vendor you need to pay does not accept Credit Card payments, please have a Disbursement Voucher certified user with access to this document return to it upon Final approval to initiate payment using the 'Vendor Payment' button. If you are unsure who to contact, please check with your department's business office.

▼ hide **Estimated Prepaid Lodging Deposit Expenses**

	* Expense Amount	* Merchant Name	Actions
add:	<input type="text" value="125"/>	<input type="text" value="Holiday Inn Express"/> x	<input type="button" value="add"/> <input type="button" value="delete"/>
		Notes	
Total: \$0.00			



Single Use Account (SUA)

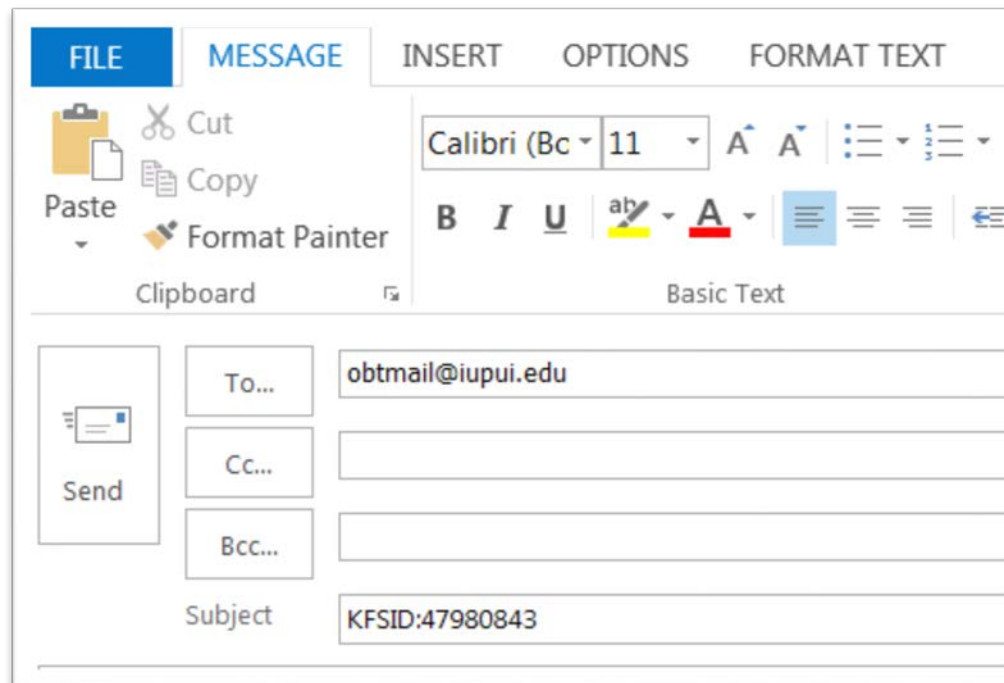
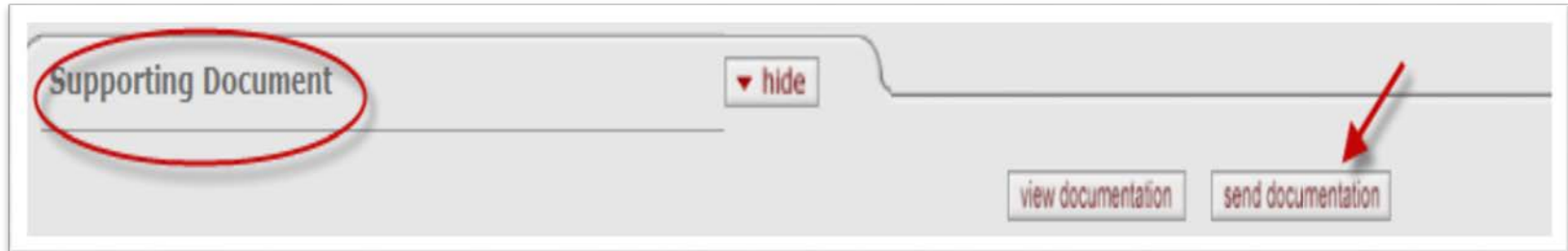
Trip Detail Estimate Total		<input type="button" value="hide"/>
Travel Expense Total		
	Total Estimated:	1,591.50
	Less Manual Per Diem Adjustment: -	<input type="text" value="0.00"/>
	Less CTS Charges: -	0.00
	Amount due Corporate Credit Card: -	0.00
This is the total of the prepaid expenses.	Less Non-Reimbursable: -	450.00
	Travel Expense Limit:	N/A
	Actual Encumbrance:	1 141 50

Amount is not included in the encumbrance



INDIANA UNIVERSITY

Single Use Account (SUA)





INDIANA UNIVERSITY

Single Use Account (SUA)

47980843	Travel Authorization	FINAL	Burkhardt, Donna J	Burkhardt, Donna J 01/10/2017 ATLANTA	T-E-4723	Open For Reimbursement	T-E-4723 6100	1,141.50	↕
----------	-------------------------	-------	-----------------------	--	----------	---------------------------	---------------	----------	---



Single Use Account (SUA)

Prepaid Lodging Deposit

Only Single-Use Credit Card Payments are supported for Prepaid expenses at this time. If the vendor you need to pay does not accept Credit Card payments, please have a Disbursement Voucher certified user with access to this document return to it upon Final approval to initiate payment using the 'Vendor Payment' button. If you are unsure who to contact, please check with your department's business office.

Estimated Prepaid Lodging Deposit Expenses

	* Expense Amount	* Merchant Name	Actions
1	125.00	Holiday Inn Express	<input type="button" value="Request Card Number"/>
		Notes	
Total: \$125.00			

Prepaid Conference Registration

Only Single-Use Credit Card Payments are supported for Prepaid expenses at this time. If the vendor you need to pay does not accept Credit Card payments, please have a Disbursement Voucher certified user with access to this document return to it upon Final approval to initiate payment using the 'Vendor Payment' button. If you are unsure who to contact, please check with your department's business office.

Estimated Prepaid Conference Registration Expenses

	* Expense Amount	* Merchant Name	Actions
1	325.00	Conference International	<input type="button" value="Request Card Number"/>
		Notes	
Total: \$325.00			




Single Use Account (SUA)

Prepaid Conference Registration

Only Single-Use Credit Card Payments are supported for Prepaid expenses at this time. If the vendor you need to pay does not accept Credit Card payments, please have a Disbursement Voucher certified user with access to this document return to it upon Final approval to initiate payment using the 'Vendor Payment' button. If you are unsure who to contact, please check with your department's business office.

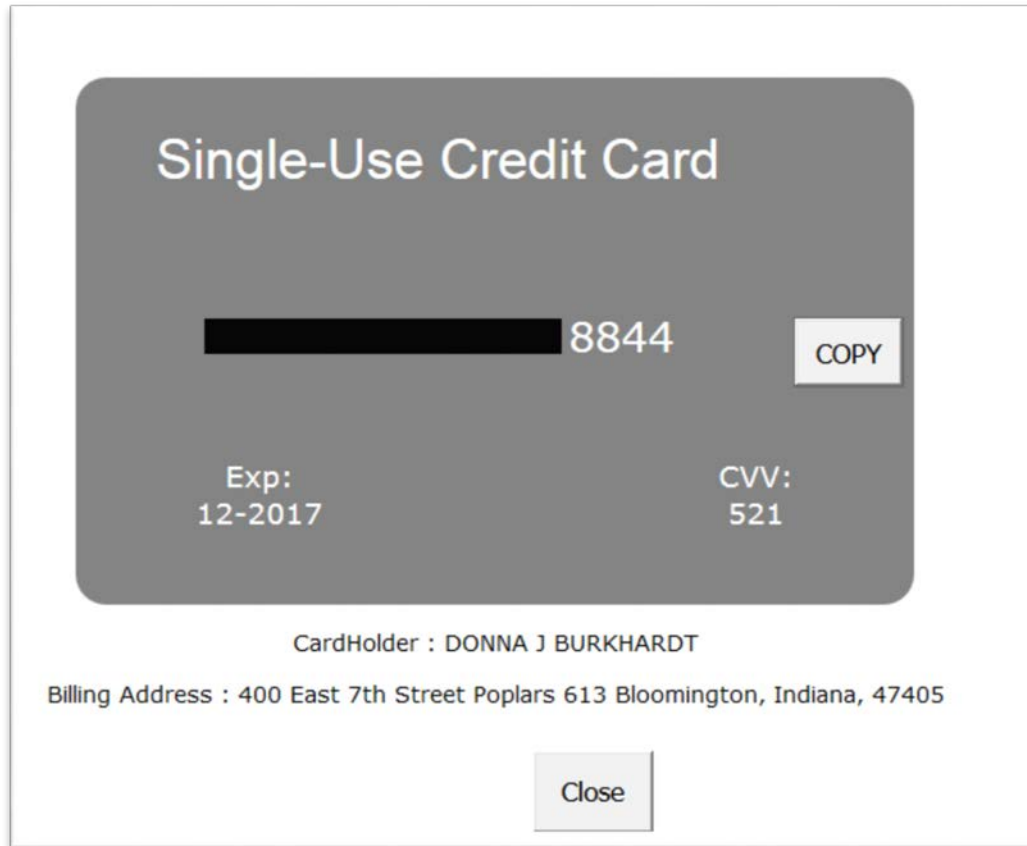
 Estimated Prepaid Conference Registration Expenses

	* Expense Amount	* Merchant Name	Actions
1	325.00	Travel Inc.	
		Notes	
Total: \$325.00			



INDIANA UNIVERSITY

Single Use Account (SUA)



Note: for security purposes, the window will close within 120 seconds unless you click the Keep Open button.



INDIANA UNIVERSITY

Single Use Account (SUA)

Training Resources

- **Documentation in TODD**
- **Training Video**
- **FAQ**





INDIANA UNIVERSITY

Single Use Account (SUA)

Expected Rollout is mid-March!





INDIANA UNIVERSITY

"I am SO excited!"

