Travel Expense Module
Single Use Account

Office of Procurement Services

Tammy Bean
Single Use Account (SUA)

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

• Conference registration
• One night hotel deposit
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Who can use it?

• IU Travelers
• Arrangers/Org Arrangers
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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
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.
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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
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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.

<table>
<thead>
<tr>
<th>Expense Amount</th>
<th>Merchant Name</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>add: 325</td>
<td>Conference International</td>
<td></td>
</tr>
</tbody>
</table>

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.

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<tr>
<th>Expense Amount</th>
<th>Merchant Name</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>add: 125</td>
<td>Holiday Inn Express</td>
<td></td>
</tr>
</tbody>
</table>

Total: $0.00
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Amount is not included in the encumbrance
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Single Use Account (SUA)
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### Prepaid Lodging Deposit

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<table>
<thead>
<tr>
<th>* Expense Amount</th>
<th>1</th>
<th>125.00</th>
<th>Holiday Inn Express</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actions</td>
<td></td>
<td>Request Card Number</td>
<td></td>
</tr>
<tr>
<td>Notes</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total: $125.00

### Prepaid Conference Registration

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<th>325.00</th>
<th>Conference International</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actions</td>
<td></td>
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</tr>
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<td>Notes</td>
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Total: $325.00
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Prepaid Conference Registration

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Estimated Prepaid Conference Registration Expenses

<table>
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<th>* Merchant Name</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>325.00</td>
<td>Travel Inc.</td>
</tr>
<tr>
<td>Notes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total: $325.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Note: for security purposes, the window will close within 120 seconds unless you click the Keep Open button.
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Training Resources

• Documentation in TODD
• Training Video
• FAQ
Single Use Account (SUA)

Expected Rollout is mid-March!
“I am SO excited!”