

## Personal Expenses Charged to Travel Card

Help! I accidentally used my travel card for a personal expense while in travel status. What should I do?

First, keep in mind that it is allowable to use your travel card for reasonable meals that will not exceed the per diem you would otherwise be allowed while you are in travel status. It is not allowable to use your travel card for any other personal expenses.

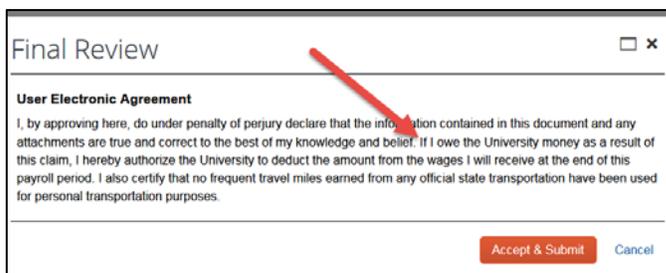
In the case listed above, the card was used for a non-meal personal expense. When you complete your expense report, you will use the expense type “personal expense (non-reimbursable)” for that charge. If you also have meal expenses, you should select the expense type “personal expense (actual meal cost)” for those charges.

If your personal expenses (either meals or non-reimbursable) exceed the amount you would have otherwise been reimbursed for per diem or travel costs you paid directly, the excess amount will be withheld from your check. If your personal expenses do not exceed this amount, you will be reimbursed the net of the per diem and travel costs paid directly, less the personal expenses.

## Balance Due OU

With the use of the new travel card, situations may exist where an employee owes the University money following a trip. This should be a rare occurrence. In order to account for this possibility, the University has developed a procedure to reclaim the funds from the employee. Once fully approved, any expense report with an amount due to the University will be reported to Payroll and Employee Services. The amount due to the University will be deducted from the employee’s next payroll check processed by PES.

By submitting the expense report and clicking on the **Accept & Submit**, the employee is agreeing to the deduction of any amount due to the University from their paycheck.



The screenshot shows a window titled "Final Review" with a close button (X) in the top right corner. Below the title bar is a section titled "User Electronic Agreement". The text in this section reads: "I, by approving here, do under penalty of perjury declare that the information contained in this document and any attachments are true and correct to the best of my knowledge and belief. If I owe the University money as a result of this claim, I hereby authorize the University to deduct the amount from the wages I will receive at the end of this payroll period. I also certify that no frequent travel miles earned from any official state transportation have been used for personal transportation purposes." At the bottom right of the window, there are two buttons: "Accept & Submit" (highlighted in orange) and "Cancel". A red arrow points from the top center of the window down to the "Accept & Submit" button.