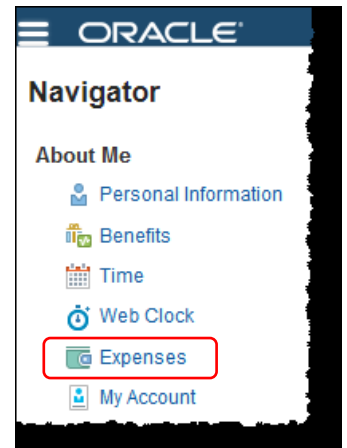


Student Checkout Card

Card is requested by and issued to a Vanderbilt Employee who serves as the trustee of the card

Trustee Responsibilities:

- Keep card safe & secure at all times – notify card office prior to any type of leave that could affect card process
- Manage the checkout process – maintain complete checkout log – review all transactions for appropriateness & accuracy
 - all transactions should be reviewed in the expense system by the trustee weekly (at minimum) to ensure all transactions are documented on the log and are accurate – if fraudulent transactions are identified contact bank immediately by calling the US Bank customer service number printed on the back of your card – 1.800.344.5696
- Allocate & expense all transactions within 30 days of the posted date of the transaction



Where do I find transactions to review and expense them?

All card transactions will feed into Oracle approximately three days after they post at the bank. Credits take longer for banks to post. All transactions will feed into the trustee's Oracle Expenses.

When should I expense them?

They should all be submitted **and approved within 30 days** of the oldest transaction in the report.

Who do I contact if I have questions/concerns?

You can email paymentcardsexp@vanderbilt.edu.

The screenshot shows the Oracle Expense Report interface for report EXP0017901753. The report total is 1,598.78 USD. The interface includes a 'Purpose' field, 'Attachments', 'Status', and a table of 'Expense Items'. Numbered callouts provide instructions:

- 3** Complete the **Report Header** by entering the **Purpose** of the expense report.
- 4** Click the **plus sign (+)** to create a new expense item and add it to the report. *(Please see reverse for instructions.)*
- 5** If applicable, click **Add Existing** to import **One Card** charges or other expenses from your list of **Expense Items**. *(This button will be grayed out as shown if you do not have any existing expense items.)*
- 6** Click the **check box** to acknowledge you have read and accept the **Travel and Business Expense Policy**.
- 7** Click **Submit**. Your report will then route to the applicable **Financial Unit Manager(s)** for approval. You can alternatively **Save and Close** the report to complete and submit later.

Expense Item	Date	Amount
Domestic VU Meal Per Diem - Washington, DC	11/01/2017	None
Domestic Hotel Accommodations - Washington, DC	11/01/2017	sample receipt.png
Domestic Rail & Other Travel - Washington, DC	10/31/2017	None
Domestic VU Meal Per Diem - Washington, DC	10/31/2017	None
Domestic Airfare - Nashville, TN	10/20/2017	274.58 USD
Conference/Registration - Nashville, TN	10/20/2017	1,000.00 USD