RECONCILING UBC VISA CARD FOR TRAVEL IN OPT

Scope
This document outlines the procedures on how to reconcile a UBC VISA Card for Travel related expenses. Note that if you incurred out-of-pocket expenses during the same trip, you will also be able to claim them during the reconciliation process.

Definition
A ‘Wallet’ is a virtual location within the Online Payment Tool where a user can store charges from the UBC VISA Card. When reconciling charges related to travel on the UBC VISA Card, users have to put them into such a Wallet, thereby making the charges available to submit on a Travel Expense claim.

Tips
1. Ensure you have organized and digitized* your receipts and invoices.
   *See OPT reference guide Attaching Receipts, Invoices, or Supporting Documentation to an eForm in OPT for support
2. Ensure you know your SpeedCharts & Account Codes. Seek guidance from your faculty’s or department’s finance team if unsure of which one(s) to use.
   *See OPT reference guide Selecting your SpeedCharts and Account Codes in OPT for support, if not provided by your department.
3. It is very important that any travel related items purchased with the UBC VISA Card are placed in the virtual ‘Wallet’ prior to starting a Travel Expense claim.
4. Negative amounts (e.g. credits/returns*) cannot be put into the “Wallet”.
   *See OPT reference guide Reconciling UBC VISA Card for Credits or Returns in OPT for support
   *See OPT reference guide Reconciling Your UBC VISA Card for Fraudulent Transactions in OPT for support
5. The use of folders* is mandatory in a Travel Claim.
   *See OPT reference guide Managing your Folders in OPT for support
6. Note: The UBC VISA Card cycle begins on the 16th of each month & ends on the 15th of the following month. Reconciliation of VISA transactions should be completed in a timely manner (we recommended within 30 days).
7. Once the status of an expense line is changed from “New” to any other status, it cannot be reverted to “New”. If you are not ready to reconcile the transaction, you can change the status to “On Hold” until you are ready to reconcile it.

Reconciliation Procedures
1. Access OPT*
   *See OPT reference guide Logging into the Online Payment Tool (OPT) for support
2. Select the appropriate: Employee Centre (for self-service) or Department Centre (for Proxy).
3. Select Reconcile UBC VISA Card transactions; you will be directed to the Reconcile Statement page and a list of your unreconciled UBC VISA Card transactions will be auto-populated:

<table>
<thead>
<tr>
<th>From</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>VISA Reconcile Statement Page</td>
<td>1. Identify all the line items with travel related expenses that you would like to reconcile.</td>
</tr>
<tr>
<td></td>
<td>2. Verify that the “Transaction Date”, “Merchant”, “Billing Amount” and “Transaction Amount”</td>
</tr>
<tr>
<td></td>
<td>match with your travel receipts or invoices.</td>
</tr>
<tr>
<td></td>
<td>3. Click on ‘’ under the “Status” column, and change the “Status” of the line from “New” to</td>
</tr>
<tr>
<td></td>
<td>“Wallet” for each transaction that matches with your travel receipts or invoices.</td>
</tr>
<tr>
<td></td>
<td>Note: Please see Tip number 7 above for important reminder.</td>
</tr>
<tr>
<td></td>
<td>4. These items are now placed in your virtual “Wallet” and will be available for you to use later</td>
</tr>
<tr>
<td></td>
<td>on during the travel claim process.</td>
</tr>
<tr>
<td></td>
<td>5. Click on ‘’ at the bottom left corner of the page.</td>
</tr>
<tr>
<td></td>
<td>6. When you are ready to start your travel claim process click on Go to Travel Claim.</td>
</tr>
</tbody>
</table>
RECONCILING UBC VISA CARD FOR TRAVEL IN OPT

**Step 1 of 7: Select a Folder**

1. In the **Folder* Use** area:

<table>
<thead>
<tr>
<th>To</th>
<th>Action</th>
</tr>
</thead>
</table>
| Use previously created folder | 1. Select use an existing folder/trip.  
2. Select the relevant folder in the list by clicking on the corresponding radio button.  
3. Proceed to the next step in this document below this table. |
| Create a new folder   | 1. Click on the drop-down list and select create a new folder/trip.  
2. Enter description for Folder Title.  
3. Select the relevant Trip Type.  
4. Enter trip details including location, dates and purpose.  
5. Click **Add**.  
6. Proceed to the next step in this document below this table. |

*See OPT reference guide *Managing your Folders in OPT* for support*

2. Click **Next >>**

**Step 2 of 7: Travel Claim Setup**

1. In the **Claim SpeedChart** area:

<table>
<thead>
<tr>
<th>If</th>
<th>Then</th>
</tr>
</thead>
<tbody>
<tr>
<td>Same Speed Chart for entire claim</td>
<td>Select <strong>Yes</strong> and enter the Speed Chart in the <strong>SpeedChart Key</strong> field.</td>
</tr>
<tr>
<td>Different Speed Charts</td>
<td>Select <strong>No</strong>.</td>
</tr>
</tbody>
</table>

2. In the **Personal Days** area (for trips over 1 day) specify if any personal days are included in your trip.

3. Select all relevant **Expense Types**. This step is optional except for mileage expenses. See below additional selection for Meals and Mileage:

<table>
<thead>
<tr>
<th>If</th>
<th>Then</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your claim includes <strong>Meals</strong></td>
<td>Select Meals and then select <strong>Actual Receipts</strong> or <strong>Per Diem Rates</strong>.</td>
</tr>
</tbody>
</table>
| Your claim includes **Mileage** | 1. Select **Mileage**.  
2. Enter the number of **Kilometers** travelled.  
3. Select the **Rate**.*  
*If you select Custom rate, enter the amount per km and enter a reason why a rate other than Standard is being claimed in the Comment box. |

4. Click **Next >>**
### Step 3 of 7: Travel Claim Entry

1. In the **Travel Expense Details** area:

<table>
<thead>
<tr>
<th>Field</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Trans Date</strong></td>
<td>Enter the date as displayed on your receipt or invoice. <strong>Note:</strong> If transaction date is outside of the trip dates, a warning message will appear. Click OK and proceed to enter actual date of transaction.</td>
</tr>
<tr>
<td><strong>Category</strong></td>
<td>Select the appropriate expense Category</td>
</tr>
<tr>
<td><strong>SpeedChart</strong></td>
<td>If required, enter or change the SpeedChart for each line. <strong>Note:</strong> If a Program code is associated with your SpeedChart, the SpeedChart has to be entered in the Account Distribution.</td>
</tr>
</tbody>
</table>
| **Wallet**          | 1. For receipts or invoices that were paid by your UBC VISA card, click on Wallet to retrieve any items previously put in the “Wallet”. You will be redirected to the “Choose a Wallet Transaction” page where you will find a pre-populated list of your previously “Walleted” items that are now ready to be reconciled on your travel claim.  
                      2. Select the relevant “Walleted” item that corresponds with the expense type/line you want to reconcile by clicking on the radio button next to the item.  
                      3. **Note:** Only one item at a time can be selected.  
                      4. Click **OK**. The “Walleted” item you selected is now populated on your expense line.  
                      5. Repeat the steps above for all relevant “Walleted” items that match with your travel receipts or invoices. **Note:** If an FIA** account code was used and some or all expenses belong to other individuals, click on Distribution to access the Account Distribution screen. In the Distribution area click **to enter the Alternate Vendor ID and allocate the expense to the correct individual, when required. After an Alternate Vendor is added, the ALT ID icon will appear green. |
| **Transaction Amount** | **(for non “Walleted” items only, i.e. when including out-of-pocket expenses in your travel claim)**  
                        1. For receipts or invoices that were paid out of your pocket, enter the expense amount inclusive of tax into the Transaction Amount field, instead of clicking on Wallet to retrieve the item from your virtual “Wallet”.  
                        2. Click **on “Apply Exchange” if your out-of-pocket receipt is in a currency other than Canadian Dollars, so that the system converts the amount into Canadian Dollars for you. **Note:** this box only appear if the travel destination is outside of Canada. The exchange currency is determined by the Arrival Country in the trip folder used. **Note:** If an FIA** account code was used and some or all expenses belong to other individuals, click on Distribution to access the Account Distribution screen. In the Distribution area click **to enter the Alternate Vendor ID and allocate the expense to the correct individual, when required. After an Alternate Vendor is added, the ALT ID icon will appear green. |
| **Personal Amount** | This field is to certify if the expense is partially a personal expense that should be excluded from the reimbursement amount **Note:** This field is only available when the expense is a transaction retrieved from your “Wallet” |
| **Missing Receipt** | Check **if missing a receipt or invoice.**                                                                                                                                                             |
| **Consumed in BC**  | Check **if expenses incurred in BC.**                                                                                                                                                                 |
| **Add/Remove Expense Line** | To add another expense row to the claim, click **and enter the expense details. To delete a row, click **.                                                                |

*For information on Consumed in BC, see:*  
**OPT reference guide** What Does Consumed in BC Mean  
**OPT reference guide** Consumed in BC Mean for Financial Administrators
RECONCILING UBC VISA CARD FOR TRAVEL IN OPT

2. Select the appropriate Missing Receipts option from the drop down menu.

3. Click "Next >>".

**Step 4 of 7: Travel Claim Summaries**

1. Review summary page for accuracy.

2. Click "Next >>".

**Step 5 of 7: Special Handling**

1. **Payment Method** – Your default payment method will appear. We recommend that you do not change the default payment method. Please note that if this claim didn’t include any out-of-pocket expenses, then no payment will be issued to you.

2. Click "Next >>".

**Step 6 of 7: Submit**

1. If your selected any in Step 4 of 8 above, in the Travel/Expense Missing Receipts area:

<table>
<thead>
<tr>
<th>Field</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Explanation</td>
<td>Enter justification for missing receipt.</td>
</tr>
</tbody>
</table>

2. **File Attachments**

- Receipts/invoices/supporting documentation are attached to an eForm via documents sent to opt.docs@ubc.ca (Perceptive Content Server) or via documents saved on the user’s desktop computer.
- Documents sent to opt.docs@ubc.ca are retrieved by clicking the **Retrieve Unattached** button. To attach these documents to the eForm, you must click the **Attach** button for the document on the **Unattached Items** list, so that the document can appear on the **Attachments** list.
- Documents in the **Attachments** list are attached documents from the **Unattached Items** list as well as those loaded from the user’s desktop computer.

To attach image to an eForm from: | Action
---|---
**Perceptive Content server (emailed documents)**
- **On the Unattached Items List:**
  1. Single click on **Retrieve Unattached** to list available documents.
  2. Single click on **View** to review your attachment.
  3. Single click on **Attach** to add document to **Attachments** list. Edit the description, if required (maximum 39 character).
  Single click on **Detach** to remove document from **Attachments** list.

**Desktop computer**
- **On the Attachments List:**
  1. Single click on **Browse** to browse your desktop computer.
  2. Single click on **Upload**
  3. Select document (single click) and click **Open**
  4. Single click **View** to review your attachment.
  5. Change the description, if required (maximum 39 characters).
  6. (Optional) Click on + to add another document, or click on - to delete the document.

*See OPT reference guide Attaching Receipts, Invoices, or Supporting Documentation to an eForm in OPT for support*
3. Click [ ] in the Forms Messages area to provide electronic Certification Signature; click all that apply.
4. Enter a comment in Your Comment area, if needed.
   **Note:** The Comment History field will populate with information that was initially entered into the Purpose field when the Folder was set up; this field cannot be edited on this screen.
5. Review the Purpose of Trip field.
   **Note:** To update this field, edit the folder’s Purpose of Trip; you cannot edit the field on this screen.
   *See OPT reference guide Managing your Folders in OPT for support*
6. Click Next >>

**Step 7 of 7: Approver Page**

1. Verify that the One-Over approver is correct. If necessary, click [ ] to search for another One-Over approver*. The default approver will be notified if another One-Over is selected.
   *See OPT reference guide Changing One-Over Approver in OPT for support*

   - Click Submit
   - Click Yes

**AFTER SUBMITTING**

1. Click [ ] at the bottom of the screen.
2. Print the page displayed. This is your eForm and is labelled as Step 1 of 2: Travel Claim Summary at the top.
   *See OPT reference guide Printing your Payment Request in OPT for support*
3. Attach receipts and/or invoices* to the printout and take note of the eForm ID. This is your reference number.
   *See OPT reference guide Attaching Receipts, Invoices, or Supporting Documentation to an eForm in OPT for support*
4. Click Close
5. Contact your Finance team in your department or faculty for document storage and retention instructions*.
   *See OPT reference guide Filing and Retaining your OPT Documents, Receipts and Invoices for support*