

Pcard Statement Approval – Out Of Pocket Expenses

It is important to check if the cardholder has added Out of Pocket Expenses. This tab has its own editing and approval functions. You can select individual transactions to approve or decline. You can also approve the entire statement. If these Out of Pocket transaction are not approved during the same month as they are added by the cardholder they will list as pending approval each month until a decision is made. Unless the transactions are approved the cardholder will not be reimbursed.

Role: **Approver** | **Cardholder**

Out-of-pocket Expenses — Manage Expenses

- Manage Statements
 - Approve Statements
 - View Cycle-to-Date
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[Return to Open Statements](#)

Select a transaction, and click **Modify** or **Delete**. Click the **View Details** icon to view all custom fields. [Print Version](#)

* Required Field

Cardholder Summary

Cardholder Name:	Start Date:	08/01/2017
Card Number:	End Date:	08/31/2017
Status:	Reminder Period:	09/01/2017 through 09/05/2017
Charges:	Grace Period:	09/06/2017
Out-of-pocket:	Approval Period:	09/07/2017 through 09/10/2017
Total Amount:		

Out-of-pocket Expenses

Viewing 1 to 8 of 8 Items [Add an Expense](#)

Charges | **Out-of-pocket Expenses**

Transaction Date	Expense Category	G/L Code	Unit	Distance / Item Count	Rate / Per Diem	Status	Receipt Submitted	Amount
<input type="checkbox"/> 05/08/2017	Telephone	701500 - Telephone				Pending Approval	<input checked="" type="checkbox"/>	153.00 USD
<i>Description: *</i> Verizon Cell Phone April 7 - May 6, 2017								
FUND: 100000			ORG: 815010		PROGRAM: 61			
ACTIVITY:			LOCATION:					
<input type="checkbox"/> 08/08/2017	Telephone	701500 - Telephone				Pending Approval	<input checked="" type="checkbox"/>	153.00 USD
<i>Description: *</i> Cell Phone Monthly Charges for July 7 - August 6, 2017								
FUND: 100000			ORG: 815010		PROGRAM: 61			
ACTIVITY:			LOCATION:					

[Select All](#) | [Clear All](#)

Modify **Approve** **Pending** **Decline**

Total Out-of-pocket: **1,934.91 USD**

Viewing 1 to 8 of 8 Items [Add an Expense](#)

Save **Approve Statement** **Cancel**

† - Select the Receipt Submitted checkbox if you submitted a receipt by fax or email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

If any changes were made click, **Save**. When all transactions are complete, click **Approve Statement**.

ACTIVITY: 9353 LOCATION:

[Select All](#) | [Clear All](#)

Reclassify **Add Descriptions** **Split & Reclassify** **Dispute** **Copy Request**

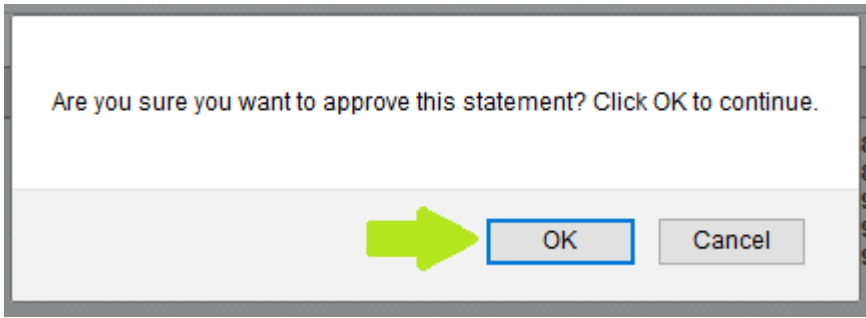
Total Charges: **4,121.25 USD**

Viewing 1 to 25 of 51 Items
Display 25 | 50 | 100 Items Per Page [Previous Page](#) [Next Page](#)
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Save **Approve Statement** **Cancel**

† - Select the Receipt Submitted checkbox if you submitted a receipt by fax or email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

Another box will appear, click **OK**



When you return to your list of cardholders the status of the card will have updated to Approved instead of Cardholder Reviewed or Open. However, the status only reflects the charges statement. You must look at the individual Out of Pocket expenses to verify the status.

Role: **Approver** | [Cardholder](#)

Open Statements

- ▼ Manage Statements
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Select a statement, and click View.

Viewing 1 to 9 of 9 Items

	Cardholder Name	Card Number	Start Date	End Date	Charges	DOP	Total	Status
1.	<input checked="" type="radio"/>	xxxx-xxxx-xxxx-7553	08/01/2017	08/31/2017	0.00 USD	0.00 USD	0.00 USD	Approved
2.	<input type="radio"/>	xxxx-xxxx-xxxx-1960	08/01/2017	08/31/2017	134.25 USD	0.00 USD	134.25 USD	Approved
3.	<input type="radio"/>	xxxx-xxxx-xxxx-4577	08/01/2017	08/31/2017	1,177.95 USD	0.00 USD	1,177.95 USD	Approved
4.	<input type="radio"/>	xxxx-xxxx-xxxx-0661	08/01/2017	08/31/2017	10,055.92 USD	0.00 USD	10,055.92 USD	Cardholder Reviewed
5.	<input type="radio"/>	xxxx-xxxx-xxxx-xxxx	08/01/2017	08/31/2017	0.00 USD	0.00 USD	0.00 USD	Open
6.	<input type="radio"/>	xxxx-xxxx-xxxx-1539	08/01/2017	08/31/2017	123.20 USD	0.00 USD	123.20 USD	Approved
7.	<input type="radio"/>	xxxx-xxxx-xxxx-4276	08/01/2017	08/31/2017	0.00 USD	0.00 USD	0.00 USD	Approved
8.	<input type="radio"/>	xxxx-xxxx-xxxx-7760	08/01/2017	08/31/2017	0.00 USD	0.00 USD	0.00 USD	Approved
9.	<input type="radio"/>	xxxx-xxxx-xxxx-2111	08/01/2017	08/31/2017	0.00 USD	0.00 USD	0.00 USD	Open

Viewing 1 to 9 of 9 Items

When finished sign off on the "Receipts Approved by" line on the white Pcard envelope.
Forward the envelope to Purchasing & Accounts Payable at 63 Mac via campus mail.
The only documents in the Pcard envelope should be the statement and receipts (or Missing Receipt form).
Please contact the Pcard Administrator with any additional questions.
Grace Wood: gwood@macalester.edu or 651-696-6558