

T&E Card Misuse Monitoring



The Review

- ♦ The T&E team is working with Card Integrity, a third-party audit and reporting company, to flag and review T&E card transactions and expense reports that violate FIN-044 policy.
- ♦ We are reviewing:
 - split transactions on a T&E card
 - personal expenses (self-reported and possible personal)
 - restricted items and vendors
 - duplicate payments

Categories of Occurrences

- ♦ Split Transactions - Purchases must never be "split" in order to circumvent the card's transaction limit or requirements to seek competition
- ♦ Personal transactions – Personal use of T&E cards is prohibited. Possible personal transactions will be flagged contingent on whether a business purpose is documented
- Restricted vendors and items – includes purchases from Airbnb, GoFundMe, etc. on a T&E card. A full list of all restricted vendors and items is available on our website
- Duplicate Payments– includes T&E card transactions and out of pocket reimbursements that were processed for payment more than once

Examples

- ♦ Split transaction: Your card limit is 10k/25k and you ask the vendor to split an 18k purchase over two days to circumvent your T&E card limit
- ♦ Personal: Self-reported personal purchases on a T&E card and possible personal purchases without a business purpose
 - ♦ I.e.: \$2k iPad purchase that documents “iPad” in the memo. It doesn’t provide enough details
- ♦ Restricted Items and vendors: A purchase from eBay or a purchase of floor covering would be reviewed
- ♦ Duplicate reimbursements: Reimbursing yourself for an airline ticket and then paying that same airline ticket on your T&E card

Card Occurrences & Violations

T&E Card Misuse Monitoring		
<p><u>Categories</u></p> <p>Personal - personal expenses on a T&E card</p> <p>Split - splitting transactions to circumvent your T&E card limit</p> <p>Restricted - purchasing from restricted vendors and items on a T&E card</p>	<p>1st Occurrence - Warning email</p> <p>2nd Occurrence - Warning email</p> <p>3rd Occurrence - 1st violation with notification to expense support specialist(s) and supervisor</p> <p>4th Occurrence - 2nd violation with two week T&E card suspension</p> <p>5th Occurrence - 3rd and final violation with T&E card cancellation. Dean/VP approval is required before the employee can apply for a new card</p> <p>FIN-044: Use of the University Travel & Expense Card</p>	<p>Occurrences are at a category level</p> <p>Violations are <u>cumulative</u></p>

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<p><i>Duplicate Reimbursement</i></p> <p>1st Occurrence - Warning email</p> <p>2nd Occurrence - Warning email</p> <p>3rd Occurrence - email to the cardholder's supervisor and expense support specialist(s)</p> <p>FIN-044: Use of the University Travel & Expense Card</p>

*Occurrences are evaluated in a 6-month rolling period

Implementation & Intention

- ♦ We will begin auditing and contacting cardholders this month (August) for last month's transactions (July).
- ♦ If you receive an email from the T&E team inquiring about a transaction, please reply promptly. Any cardholders that do not respond after ten business days will automatically receive an occurrence. This doesn't include employees on leave and out of office. After confirming any possible misuse, the cardholders with confirmed misuse will receive an email informing them of their occurrences and/or violations.
- ♦ The intent of this program is to encourage learning and compliance with FIN-044 and FIN-005. Our hope is not to have to suspend or cancel cards.
- ♦ Review is necessary to reduce the University's vulnerability to loss of funds, mistakes, and fraud.

Links

- ♦ FIN-044 Policy: <https://uvapolicy.virginia.edu/policy/FIN-044>
- ♦ FIN-005 Policy: <https://uvapolicy.virginia.edu/policy/FIN-005>
- ♦ List of Restricted Vendors and Items:
<https://uvafinance.virginia.edu/resources/guidelines-using-te-card>
- ♦ T&E Card Change Request form (to increase limits):
<https://uvafinance.virginia.edu/payments-expensing-te-card/change-card-limit>