



Enhanced Data – FACT SHEET

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Process

To assist with the acquittal of travel expenses paid with the University Credit Card, additional information (enhanced data) will be available when bookings have been made through the University's three contracted Travel Management Companies (TMC's) STA, Campus Travel, or Phil Hoffman Corporate Travel.

The enhanced data will be visible in the Expense Management System (EMS) and will include details of the traveller and services booked (e.g. flight departure date) and this additional information will greatly assist with the acquittal process, in particular high volume Travel Arrangers. Currently, not all the TMC's are able to provide the requisition number associated with the transaction however we are currently working closely with our credit card provider and TMC's to deliver this.

Enhanced data will cover all bookings made through STA, Campus Travel & Phil Hoffman from 30th July 2009 and will be visible in the Expense Management System from 4th August 2009. Data associated with bookings made through the University's on-line booking tool is expected to be available later this year.

Timelines

During the cut over period you'll not receive details of purchases made on your Corporate Credit Card. Ongoing there will always be a 3 day deferral of card transactions appearing in the Expense Management System in relation to the original purchase date. This is consistent with other organisations being supplied with enhanced data.

Example

See below for an example of how enhanced data will look in the Expense Management System.

06 Jul 2009	01 Jul 2009	Virgin Blue	500...000000	173.75	✔ !
		W-400 34008	Default 500...000000		
		Passenger Name	BOONSTRA/CORNELIA		
		From	Sydney, Australia		
		To	Avalon, Australia		
		Ticket Number	855999817286	Airline Carrier Code	DJ
		Departure Date	09 Jul 2009	Purchase ID	410718
		Flight Number	0603		
		Departure Time	07:00		
		Arrival Time	08:35		
06 Jul 2009	02 Jul 2009	American Exp Trvl Svc	500...000000	14.30	✔ !
		W-400 34093	Default 500...000000		
		Passenger Name	BOONSTRA/CORNELIA		
		Ticket Number	TRANSACTION FE		
		Departure Date	09 Jul 2009		
		Purchase ID	410714		