



Technical Update

➔ November 2008

Hints, tips and useful information

Corporate Credit Cards

- Corporate Credit Cards should only be used for Travel and Entertainment related expenses, refer to the Corporate Credit Card and Travel and Entertainment Policies located on www.adelaide.edu.au/finance for more information.
- Until the new ANZ Purchasing cards are introduced (early 2009), general purchasing should be done utilizing the current AMEX card program.
- Be aware of your monthly credit limit and remain proactive in monitoring your current credit balance to ensure sufficient funds are available. Your Monthly Credit Card Limit is displayed in the EMS against your Card Account Details under Reports. If you feel your limit is not adequate complete the ["Amendment to Corporate Credit Card Limit Request Form"](#) (click here to download), obtain the required authorisations, and forward to the Corporate Credit Card & Travel Services Support Team.

Note: you should allow 4 working days for your limit increase to take effect.

- If you travel internationally, you may be asked to provide a PIN number to verify the transaction instead of your signature. Prior to your trip, ensure you visit an ANZ Branch to set up your PIN (you will need to take 2 forms of ID). Note: this does not entitle you to withdrawal cash from an ATM. If cash access is already available on your card, the Cash Limit is displayed in the EMS against your Card Account Details under Reports.
- To have cash access on your card, you will need permission from your Executive Dean/Vice President and meet certain criteria (travel to remote areas or places that only accept cash), to do this, complete the ["Amendment to Corporate Credit Card Limit Request Form"](#) and when authorised, return to the Corporate Credit Card & Travel Services Support Team.

Travel Booking

- Qantas Business Travel (QBT) should only be contacted directly for group bookings, amendments or cancellation to a current booking (Ph 1300 722 019 and quote company profile 2864400).
- When you access the OBS for the first time, you must set up your profile including payment details, in order for your Account Nominee (if applicable) to book travel on your behalf.
- If you need to chase a tax invoice for a flight or car hire, contact the Corporate Credit Card & Travel Services Support Team with the traveller name & booking reference, they will do this on your behalf.
- If you're a travel arranger and booking travel for a visitor/non cardholder, remember to put in their name but YOUR email address, so that the ticket information comes to you.

Travel & Entertainment Expense Management

- You can now acquit the [Domestic Qantas Booking Fee \(QBT\) of \\$8.80](#) (click here to download) to a pre-coded field under Domestic Travel. Click the following link to a quick reference guide which will step you through this process.
- It is no longer necessary to attach a tax invoice for the QBT \$8.80 fee, an arrangement had been put in place to manage this centrally.
- TMC (Travel Management Consultants) & QBT (Qantas Business Travel) service fees should be acquitted against the "Airfare" field not "Other Associated Travel Costs" or "Qantas Booking Fee".
- When you acquit an expense against "Other Associated Travel Costs" you must complete the mandatory field





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to provide details of the expense. The Account Code "Assoc. Travel Costs" is pre-populated however there may be a more relevant code relating to the expense. You can search for a more appropriate code in the Account Code screen function. In the Description field use the % as a wildcard and a word describing the expense. Available Account Codes containing the word will be returned for select.

- When you receive an automated email from your approver via the EMS requesting more information, you need to log in to the EMS and respond in the Cardholder Comments screen and click Save. Using the reply function on the automated email you are sending information to Corporate Card Support NOT back to your approver.
- End of Month Process – You will receive an EMS system generated email advising that the current statement period has closed, you are required to acquit all transactions for the month, run the Statement Report, print and sign the statement and return along with all relevant tax invoices/receipts in the special Internal Mail envelopes provided.
** Please only use the internal envelopes provided and include one statement per envelope**
- End of Month Process – If you have submitted Cash Expense Claims, run the Cash Statement Report, print and sign the statement and return along with all relevant tax invoices/receipts in the special Internal Mail envelopes provided.

** Please only use the internal envelopes provided and include one statement per envelope**

- Completed [Travel Diaries](#) (click here to download) should be sent directly to the Senior Taxation Accountant in Financial Services.
- In the Account Code Screen, the Program code has intentionally been left blank unless you are part of Adelaide to Outback.
- When identifying GST in an expense acquittal, the Account Code screen the GST line of coding should NOT be changed.

Training & Support

- The Focal Point Administrator network has been established to be the first line of support. [Click here for a listing of the FPA in your local area.](#)
- Please Note: Some EMS functionality may be affected if your web browser is set with the Pop-up Blocker-On. Please contact the Corporate Credit Card & Travel Services Support Team for assistance.
- If you are a MAC, LINUX or UNIX user and experience any difficulties with any aspect of T&E Online including the online training please contact the Corporate Credit Card & Travel Services Support Team.
- Training for cardholders, travel arrangers and approvers is now available through ITS, refer to website for schedule www.adelaide.edu.au/its/training/schedule/

