

# University Cabcharge Accounts

## Introduction

Cabcharge is a taxi charge account system providing customers with a convenient and safe way to pay for taxis and hire cars without using cash. Cabcharge is designed to give companies total control over their taxi travel expenditure accounting and records.

Where staff have a University Corporate Credit Card, this must be used instead of Cabcharges.

Area's wishing to utilise Cabcharge must create their own account (linked to the University), take receipt of the boxes of Cabcharge and reconcile the invoice payment. Business areas are responsible for their Cabcharge accounts.

The use of Cabcharge Plus allows areas to manage their own Cabcharge account through allocating Cabcharges (or "tickets") to individuals together with recording coding and reviewing trip information.

Once a ticket has been used, Administrators will be able to view the trip information associated with that ticket. There is no need to collect any receipts and you can cancel lost or stolen tickets at any time.

## Procedure

### Steps for setting up a Cabcharge account:

1. Email [Client.Service@cabcharge.com.au](mailto:Client.Service@cabcharge.com.au) requesting a new Cabcharge account. In the email include the following information;
  - a. Staff Nominated Officer (full name)
  - b. Email address of the nominated officer
  - c. Account name (department) and full postal address to appear on the invoice - must state The University of Adelaide in the address.
2. An account will be created and you will receive an invitation to join Cabcharge Plus, a system designed to help you track cab charge tickets. Coding for each ticket can be recorded for when an invoice is to be reconciled.
3. After creating a password, follow the steps and/or view the help guide accessible from the Menu button.
4. You will be able to order and take receipt of the Cabcharges at your chosen location.

### Financial Reconciliation:

5. Cabcharge invoices are to be paid using a University corporate credit card – if you don't have a corporate credit card [click here](#) for information about how to apply.
6. A monthly invoice will be emailed to the nominated officer on the account - to avoid late fees ensure payment is made prior to the due date.
7. Acquitting the cab charge payment transaction in Fraedom - in Cabcharge Plus you can download a report for the payment period stated on the invoice. This will give you the recorded coding and information required for each transaction on the monthly invoice.

## Key cab charge contacts:

[Client.Service@cabcharge.com.au](mailto:Client.Service@cabcharge.com.au) – Account amendments including updating account nominated officers, department and address details.

[statements@cabcharge.com.au](mailto:statements@cabcharge.com.au) – Queries, including transaction disputes.

## Contact us

For further support or questions, contact Finance & Procurement Services on +61 8 8313 3414 or [finprosupport@adelaide.edu.au](mailto:finprosupport@adelaide.edu.au)