

How to order Cabcharges

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 Cabcharge.

Cabcharge cards can no longer be ordered or picked up centrally from Finance & Procurement Services. Areas wishing to utilise Cabcharge must create their own account (linked to the University), take receipt of the boxes of Cabcharge and reconcile the invoice.

This can be easily facilitated through Cabcharge Plus which allows areas to manage their own Cabcharges and allocate Cabcharges (or “tickets”) to individuals together with coding / 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 / stolen tickets at any time.

Procedure

Steps for setting up a Cabcharge account:

1. Email Strategic Procurement at procurement@adelaide.edu.au requesting a new Cabcharge account providing the name and email address of the user/s.
2. The Category Manager will create an account in the system and you will receive an invitation to join Cabcharge Plus.
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 managed centrally so coding information must be allocated to each ticket to enable the cost to go to the right project code.
6. Accounts Payable will receive and enter Cabcharge invoices into Peoplesoft on a monthly basis, as per the coding specified against each ticket in Cabcharge Plus.
7. If coding for one or more ticket is not entered in Cabcharge Plus, the voucher will be work-flowed in Peoplesoft to the nominated contact person to enter the missing coding prior to approval (areas not currently using the workflow process will be emailed for coding confirmation).

Contact us

For further support or questions, contact Finance & Procurement Services on +61 8 8313 3414 or finprosupport@adelaide.edu.au