

# Acquittal Approver Quick Reference Guide

## Introduction

The use of University corporate credit cards for general purchases and travel & entertainment expenses improves the efficiency of purchasing transactions.

When a corporate credit card is used for University related expenses, the transaction must be acquitted (or reconciled) by the cardholder or their nominee before being approved by the cardholder's acquittal approver.

There are two types of approvers within the Expense Management System, a travel approver and an acquittal approver.

## Role of the Acquittal Approver

As an acquittal approver, you are responsible for the review of acquittals submitted to you. You are required to:

- Review all acquittals to ensure appropriate supporting documentation is attached and expenditure complies with the Credit Card Procedures (see table below).
- Complete approvals by the 10<sup>th</sup> working day following the acquittal date noting the need for more timely approvals at Financial Year end (Dec).
- Refer the transaction back to the cardholder using the expense management system "Information Required" option if a transaction submitted for approval appears to be non-compliant under the Credit Card Procedures.
- Must not approve their own expenses or those of a person to whom they report to.

## What should I be checking for?

NOTE: All items listed below may not be applicable to every transaction.

Supporting Documentation - tax invoice/receipts	<ul style="list-style-type: none"> <li>• Compliant tax invoice / receipt – refer <a href="#">Tax Invoices</a></li> <li>• Amounts and dates align to transaction</li> <li>• GST has been claimed correctly</li> <li>• Expense is compliant to University Policy &amp; Procedures</li> </ul>
Coding of transaction	<ul style="list-style-type: none"> <li>• Account codes match the expense</li> <li>• Meals and catering expenses are coded correctly – refer to <a href="#">Meal &amp; Entertainment Matrix</a></li> <li>• Personal or private expenses coded to 5158 (Private)</li> </ul>
Entertainment/gifts	<ul style="list-style-type: none"> <li>• Names of participants or recipient of gift e.g. staff / non staff for Fringe Benefits Tax purposes</li> <li>• Appropriate use of University funds re entertainment / gifts</li> </ul>
Travel	<ul style="list-style-type: none"> <li>• If the travel budget was exceeded, justification is given and adequate budget is available</li> <li>• If international travel ensure transaction is linked to travel requisition</li> <li>• Same project code on travel requisition as used in acquittals</li> <li>• Accommodation matches the number of people</li> <li>• Petrol costs claimed are for hire cars only - if not refer to <a href="#">Allowances</a></li> </ul>
Incidental Allowances/Expense Claims	<ul style="list-style-type: none"> <li>• Incidental allowance claimed matches travel requisition</li> <li>• No double dipping – check for incidental allowance and low value expenses on card</li> <li>• Reimbursement claims are not older than 3 months in line with the <a href="#">Reimbursement Procedures</a></li> </ul>

## Travel Related Expenses


*Q: How do I locate the budget amount for an international trip and ensure transactions from the trip are linked to an approved travel requisition?*

In the approvals list, you can see if a transaction is linked to an approved travel requisition (circled below).

[Expand All](#) [Collapse All](#)



ANZ [Approve Selected Items](#) 2

Information Required (1)

Card Acq 1-step Approval	Linked to	Disputed	Receipt	Image(s)	Amount
01 Feb 2017 Acm Sig-Conferences Purchase (USD 325.00) Acm Sig-Conferences CS attending SIGCSE 2017 UNAD 2332 221 00 55110295 VAT EXCL 0.00 441.42	<a href="#">SIGCSE 2017</a>		Yes	<a href="#">Yes</a>	441.42  

Clicking on the link will display the approved budget for the trip on the first line next to the 2 green ticks.





### Requisition Date

Tran Date	Summary	Receipt	Source Amount	Amount Tax	Amount Incl
08 Mar 2017	SIGCSE 2017	-	-	-	3,520.00  






By clicking on the first green tick and then on the Account Codes tab, the project code for the trip can be located.

Transactions from the trip are linked to the travel requisition and the balance remaining can be located as the last figure on the right (circled).

### Requisition Date

Tran Date	Summary	Receipt	Source Amount	Amount Tax	Amount Incl
08 Mar 2017	SIGCSE 2017	-	-	-	3,520.00  
01 Feb 2017	Acm Sig-Conferences	Yes	325.00 USD	-	441.42  
				0.00	441.42

Requisition Breakdown		Linked Items		
Category	Allocated	Card	Expense Reimbursement	Balance
International Travel	Conf Fee Acad Staff		441.42	-441.42 
New International Travel Request	Accommodation			700.00 
	Airfares			2,300.00 
	Conference Registration			400.00 
	Incidental Allowance			120.00 
		3,520.00	441.42	3,078.58

Within the transaction itself, you can also locate the travel requisition from the link circled below:

**Transaction: Details** [View Linked Transactions](#)

Purchase: 01 Feb 2017  
 Amount: \$441.42 AUD ( Original Amount \$325.00 USD)  
 Acm Sig-Conferences, 212-8697440

Expense Types | Account Codes | Merchant Info | Approval

Options

The links to various expense types below enable you to record further details about your transaction. Click on the link that is relevant for the transaction you are acquitting and fill out the fields provided. If your transaction can be split across more than one expense type, you can acquit your transaction by appropriate portions.

[International Travel](#) 441.42

*Q: How do I check if a staff member has received an Incidental Allowance to cover small value items on a trip?*

Check directly with the traveller or contact Finance & Procurement Services on +61 8 8313 3414 or via email [finprosupport@adelaide.edu.au](mailto:finprosupport@adelaide.edu.au) who can check (these are paid directly into the staff members account through the Finance System).

*Q: How do I check that the account code matches the expense?*

The description for the account code is listed on the transaction (see below example) and it is a case of judging if the receipt/invoice reflects that.

**Transaction: Details** [View Linked Transactions](#)

Purchase: 01 Feb 2017  
 Amount: \$441.42 AUD ( Original Amount \$325.00 USD)  
 Acm Sig-Conferences, 212-8697440

Expense Types | **Account Codes** | Merchant Info | Approval

Bus Unit	Account	Dept ID	Campus	Program	Project	Amount Incl	Tax	Code
International Travel - Conf Fee Acad Staff								
Line 1	UNIAD 2332	221	00	None	55110295	441.42	0.00	VAT EXCL
Adelaide University	Ac Prof Dev Crse & CnfrnceFees	Computer Science	North Terrace		12DSTO_A123474_C Szabo's Share			

## Related Policies & Procedures

- [Travel & Entertainment Policy & Procedures](#)
- [Credit Card Procedures](#)
- [Purchasing Procedures](#)

## Help?

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