

Acquittal Approver Quick Reference Guide

Introduction

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**.

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 sufficient detail is provided, supporting documentation is attached and expenditure complies with the table below.
- Approvals should be completed by the 10th working day following the acquittal date noting the need for more timely approvals at financial year end (December).
- If a transaction submitted for approval appears to be in breach of these procedures, refer the transaction back to the cardholder using the expense management system "*Information Required*" option.
- Do not approve the acquittal of your own expenses, or those of a person to whom you directly report.

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"> • Sufficient detail is provided • Compliant tax invoice / receipt – refer Tax Invoices • Amounts and dates align to transaction • GST has been claimed correctly • Expense is compliant to these procedures
Coding of transaction	<ul style="list-style-type: none"> • Account codes match the expense • Meals and catering expenses are coded correctly – refer to Meal & Entertainment Matrix • Personal or private expenses coded to 5158 (Private)
Entertainment/gifts	<ul style="list-style-type: none"> • Names of participants or recipient of gift e.g. staff / non staff for Fringe Benefits Tax purposes • Appropriate use of University funds re entertainment / gifts
Travel	<ul style="list-style-type: none"> • If the travel budget was exceeded, justification is given and adequate budget is available • Same project code on travel requisition as used in acquittals • Accommodation matches the number of people • Fuel costs claimed are for hire cars only – if using a private vehicle for University business, they must claim an allowance
Expense claims	<ul style="list-style-type: none"> • No double dipping – check for expense claims and low value expenses on card • Reimbursement claims are not older than 3 months in line with the Reimbursement Procedures
Inappropriate or unauthorised use	<ul style="list-style-type: none"> • If private use is identified, the cardholder must immediately repay the total cost via BPAY If misuse or fraud is suspected, refer to section 8 and contact the Expense Management Team for advice.

Access to an approvers 'To Do' list is via the Approvals Management link in the top menu. A summary list of the expenses requiring attention, grouped by employee name will initially appear and then will split into two areas once you click on a transaction – the initial list on the left plus a details pane on the right displaying relevant expense details and approvals rules.

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?

Click 'Options' then 'Advanced Approvals' in the bottom right hand corner to bring up the approvals list where you can see if a transaction is linked to an approved travel requisition.

Expense Approvals

Approval status To do	Show expenses up to 21 Jan 2020
Filters No filters selected	Find mai

Thuy Mai

Computer Vision Founda CBA (8090) 16 Jan 2020	800.23 AUD Yes
Computer Vision Founda CBA (8090) 15 Jan 2020	652.93 AUD Yes
Pokolodi Lodge CBA (8090) 14 Jan 2020	1,887.73 AUD Yes
Harvey Norman Av/it CBA (8090) 12 Jan 2020	223.00 AUD Yes

X Pokolodi Lodge | Thuy Mai

Amount 1,887.73 AUD (1,300.00 USD)	Date 14 Jan 2020
Issuer CBA	Type Purchase
Merchant category group Hotels	

Workflow

Details

Merchant/Description
Purchase (USD 1300.00) Pokolodi Lodge

Reason for Expense (Mandatory) - Please exclude any special characters.
WACV'20 Conf._29/2-6/3 Colorado_Accom. Deposit Payment

Coding
1 International Travel - Accommodation

Advanced approvals
Timeline
Options

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

Card Acq 1-step Approval - CBA	Linked to	Disputed	Receipt	Image(s)	Amount
14 Jan 2020 Pokolodi Lodge Purchase (USD 1300.00) Pokolodi Lodge WACV'20 Conf._29/2-6/3 Colorado_Accom. Deposit Payment UNIAD 2782 221 00 25113936 VAT EXCL 0.00 1,887.73	V. NEKRASOV_WACV 20...	-	Yes	Yes	1,887.73

Requisition Date

Tran Date	Summary	Receipt	Source Amount	Amount Tax	Amount Incl
16 Jan 2020	V. NEKRASOV_WACV 2020 Conf. 1- 6 Mar_Colorado	Yes	.	.	4,800.00

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

Expense Types		Account Codes	Merchant Info	Approval			
Bus Unit	Account	Dept ID	Project	Amount Incl	Tax	Code	
New International Travel Request - Airfares							
Line 1	UNIAD	2784	221	25113936	1,700.00	0.00	GST EXCL
	Adelaide	Airfares	Computer	14ARC_CE140100016_Robotic			
	University	International	Science	Visi			

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 Breakdown		Linked Items			
Category		Allocated	Card	Expense Reimbursement	Balance
International Travel	Accommodation		1,887.73		-1,887.73
	Conf Fee PG Student		800.23		-800.23
New International Travel Request	Accommodation	1,800.00			1,800.00
	Airfares	1,700.00			1,700.00
	Conference Registration	800.00			800.00
	Meals	300.00			300.00
	Taxis Parking Tolls	200.00			200.00
Other			47.19		-47.19
		4,800.00	2,735.15		2,064.85

Within the transaction itself, if accessed via the green tick from Advanced Approvals, you can also locate the travel requisition from the link circled below:

Transaction: Details

[View Linked Transactions](#)

Purchase: 14 Jan 2020

Amount: \$1,887.73 AUD (Original Amount \$1,300.00 USD)

Pokolodi Lodge, Snowmass Vill

Expense Types	Account Codes	Merchant Info	Approval
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Options	
International Travel	1,887.73

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.

Coding

1	International Travel - Accommodation	International Travel		
Amount	1,887.73 AUD	Bus Unit	UNIAD	Adelaide University
Tax Code	VAT EXCL	Account	2782	Accommodation & Meals Inter
Tax amount	0.00 AUD	Dept ID	221	Computer Science
		Project	25113936	14ARC_CE140100016_Robotic Visi

Related Policies & Procedures

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

Online Resources

- [Training Guides - Cards & Travel](#)
- [Corporate Credit Card – FAQ's](#)

Need assistance?

For further support or questions, including requests for one on one training, please contact Finance & Procurement Services on +61 8 8313 3330 or corporate.cards@adelaide.edu.au