**DSO Reimbursement Change – Archivum Expense Reports – sent on Travel ListServ on 08/30/2017**

Effective immediately, travel PCard charges for DSO Reimbursements are no longer pulled into the Archivum expense reports, since they are reimbursed directly through the balance sheet by the DSO’s.  These items are reconciled in the PCard module to account 12420, DSO PCard Reimbursement, but not assigned an Appian TR number.

In support of this, the PCard Module has been modified so that an Appian TR number cannot be assigned to charges reconciled to account 12420.  Also, since the only GL account type appropriate for expense reports are expenses, the PCard Module has been modified to prevent a TR from being assigned to any charge reconciled to a non-expense account.

There is no change to the non-DSO Reimbursement travel PCard charges, which must be associated with the Appian TR number and pulled into the Archivum expense report.

The Archivum Travel Manual has been revised accordingly.

There is no change to reconciliation of DSO PCard Reimbursement charges on FAST expense reports.

If you have any questions, please consult with travelhelp@usf.edu .  If you have questions on FAST PCard Reconciliation, please contact pcard@usf.edu  .