Credit Card Documentation

Use the on-line form provided on the Business Office web page, under Forms.

1. Key in the budget year (ie: 2011/2012)
2. Assign a unique CARD reference number (optional)
3. Name of the person that verified receipts
4. Key in the date the form was filled out or submitted
5. Enter the name of the cardholder
6. Enter any cash advances from the credit card
7. Enter the cardholders Colleague ID number
8. Enter the amount of cash actually used from the cash advance
9. Enter any disallowed charges to the credit card (please refer to Travel Policy if in doubt)
10. Enter the GL account number only if employee owes the College for disallowed charges or is returning card cash
11. Enter the amount owed Whitman
12. Repeat steps 11 and 12 if there's more than one GL account
13. Enter the destination of one particular trip
14. Enter beginning travel date of the trip
15. Enter ending travel date of the trip
16. Enter the business purpose of the trip (i.e.: workshop)
17. Enter the total amount for the trip including card cash
18. Repeat steps 13 thru 17 for up to four different trips
19. Enter the name of the restaurant or venue for those meals that are not travel related (i.e. staff holiday party etc.)
20. Enter the date of the non-travel meal
21. Enter number of diners. If number is small, enter names in the   explanation box provided, otherwise enter the name of the group (10 or less is a small group)
22. Enter the Business Purpose of the meal (i.e.: staff appreciation, staff retreat, alumni volunteer dinner, etc.)
23. Enter the amount of the meal
24. Repeat steps 19 thru 23 for up to three different meals
25. Total up any non TME expenses and put them on the last line
26. Enter a description of any general food supplies purchases for your office (i.e.: candy, coffee, muffins, etc.)
27. Enter the Business Purpose (i.e.: staff development, alumni relations, etc.)
28. Enter the amount
29. Repeat steps 26 thru 28 for up to three lines
30. Enter the names or name of a group of off-campus people you are entertaining (i.e.: prospective candidates for faculty, alumni donors, etc.)

31.   Enter the date the entertaining took place
32.   Enter the venue/restaurant of the event
33.   Enter the Business Purpose
34.   Enter the amount
35.   Repeat steps 30 thru 34 for up to four different events
36.   Total up any non-travel/meal/entertainment expenses and put the grand total in the Non-TM&E Charges amount
37.   Cardholder needs to sign in the Employee Certification box
38.   Department Head and Budget Officer should sign below. If the Department Head is unavailable, the employee and Budget Officer signatures are sufficient.