

## T-Card Reconciliation

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### Electronic Reconciliation (T-Card Cardholder & Approver)

#### BANK OF AMERICA WORKS

[Bank of America Works](#) is the online system NSU is using to manage the Travel Card/CBA online reconciliation of transactions charged to the Bank of America Statement. Works requires both Cardholders and Approver's electronic approval of T-Card receipts to matching transactions and supporting documentation through the scanning feature as part of your participation in the Travel/CBA program.

#### **MANDATORY**

When expenses are charged to a Cardholder's T-Card, Bank of America Works Workflow emails the Cardholder a list of those transactions appearing on their credit card statement. This email should be your only reminder to:

- upload your receipts to the matching transactions
- complete the electronic "Sign-off" process in WORKS
- complete your Travel Expense Account with all required signatures, attach original receipts and supporting documents
- forward to Business Affairs/Travel for processing

REGARDLESS OF THE DATE OF YOUR TRIP ONCE THE CHARGE HAS BEEN MADE YOU MUST UPLOAD YOUR RECEIPT(S) AND SUBMIT YOUR TRAVEL EXPENSE ACCOUNT TO BUSINESS AFFAIRS/TRAVEL TIMELY

**New Cardholders** will receive a Welcome e-mail from works once your T-Card has been ordered. This message will contain instructions for creating your Bank of America Works account. The link will only be active for 24 hours. If the link expires you will need to notify Business Affairs/Travel.

#### **Your username will be your full NSU e-mail address (ex. [smithj@nsula.edu](mailto:smithj@nsula.edu))**

If you forget your password, please notify Business Affairs/Travel in order to receive a temporary password. This temporary password will only be active for three (3) days.

**NOTE: In order to comply with Payment Card Industry (PCI) data security standards, your Bank of America Works password will now expire every 90 days.**

**IMPORTANT:** Review your receipts and documents prior to uploading and submitting to WORKS. Make sure all receipts are valid itemized receipts and all supporting documents have detailed information. Failure to provide acceptable uploaded documents may cause your transaction to be held in pending status in the Approver's queue.

- Upload receipts – All receipts must be uploaded to your computer before submitting to WORKS.
- Receipts and attachments must meet the following requirements:
  - WORKS supports the following formats and must be 1MB or less: .pdf, .png, .jpg, .gif, .jpeg
  - Be legible (i.e. not too dark, not too light)
  - Contain copies of all pages of receipt or other documents.
  - Must be an itemized receipt, not generic
  - Lost Receipts – Complete the ***NSU T-Card Missing Receipt Certification Form*** and upload as a valid receipt. Per State Travel Office, only two (2) Missing Receipt documents are allowed per year.

When cardholder approves a transaction online, his signoff moves the transaction to the queue of their Approver for their review and sign off. Sign off in WORKS must be completed by Cardholder and Approver no later than 5-7 days after any transaction. Failure to comply may result in card cancellation.

## Physical Reconciliation (Cardholder and Approver)

**NOTE:** *The University must comply with the T-Card reconciliation requirements. The **Travel Expense Account** and support documents must be submitted once the transactions are charged on the T-Card.*

1. The Cardholder and Approving Agent of each department is responsible for the monthly reconciliation, approval process, and maintaining a separate monthly reconciliation file for all 12 months of each fiscal year. The Cardholder and Approving Agent must reconcile charges made during the billing cycle by matching the Bank of America (paper) credit card statement to the Cardholder's [Travel Card Reconciliation Log](#) list of transactions.
2. Bank of America mails monthly credit card statements to each Cardholder's official NSU address and should be received by the Cardholder no later than the 15<sup>th</sup> of every month. The credit card statement billing cycle for each month is the 9<sup>th</sup> through the 8<sup>th</sup> of the following month.

Cardholder compares the transactions on the statement with the actual T-Card receipts/support documentation and verifies:

- a. That acceptable documentation exists (including line item description, price and accounting distribution) to support each charge and/or credit;
  - b. That charges are for official state business;
  - c. That T-Card charges comply with appropriate rules and regulations.
3. The Cardholder completes the **Travel Card Reconciliation Log**, identifying any disputes made during the current billing cycle. Sign the **Travel Card Reconciliation Log** along with Bank of America (paper) credit card statement and route to Cardholder's Approver for review and signature of approval.
  4. Forward **Original Travel Card Reconciliation Log** with attached Bank of America Statement to Business Affairs/Travel. The University remits payment to the Bank of America "as of" the 30<sup>th</sup> business day following the billing cycle.

**Note:** The Bank of America Statement and Reconciliation Log are State Documents and require original (wet) signatures and submission of original documents.