UNIVERSITY OF
South Carolina

FAQ for Program Expense Card

Question: What purchases can be made using the Program Expense Card?

Answer: This card can be used for research participant incentives & student programs (e.g. Study Abroad, summer programs, outreach programs, etc.) where the program participants are the direct recipients of the purchased goods and services.

Question: Can I purchase supplies?

Answer: The simple answer is ***no***. Containers, tape, markers, microwaves, coffee makers, etc. are not allowable Program Card expenses. If the item will remain with the department after the program/activity, it is not allowable on the Program Expense Card.

Question: What ***cannot*** be purchased using the Program Expense Card?

Answer: Unauthorized purchases include but are not limited to:

- Departmental supplies (defined in previous question)
- Food consumed by USC employees (exceptions: if employee is also a program participant or if employee is a chaperone for student program group meal)
- Items previously purchased on a P-Card or Travel Card
  - The university's various card programs do not overlap in allowable purchases

Question: How do I access My Wallet and Expense Reports?

Answer: Ensure you are accessing PeopleSoft Finance. You can locate the pages using the navigation below:
Main Menu → Employee Self-Service → Travel and Expenses → My Wallet
Main Menu → Employee Self-Service → Travel and Expenses → Expense Reports → Create/Modify

Question: When is my Expense Report due and what dates should be included?

Answer: Expense Reports must be fully approved within 30 days of the billing cycle end date. Billing cycles run from the 26th through 25th of each month. (e.g. if your billing cycle is April 26th - May 25th, your expense report is due no later than June 25th)
**** At fiscal year-end, June billing cycle expense reports are due by the last business day in June ****

Question: What do I include when submitting my Expense Report?

Answer: Required documentation includes:

- Bank of America billing statement
- All receipts & invoices (total must match billing statement amount)
- IRB approval letter
    - If study is IRB exempt, add memo or comment to expense report
- List of recipients for all gift cards/incentives purchased
- Personal consumption memo for all purchases as required by university policy BUSA 7.05

Question: What Account Code should I use in my Expense Report?

Answer: Account Code recommendations:

- For gift cards or incentives, 54533, 54534 or 54535 are most commonly used
- Review travel expenses and change from 55120 to correct type of travel. (55120 will default for all travel expense types but should never be purchased on a Program Expense Card)
- Review Expense Type 'Other Supplies' which defaults as 53009 for more appropriate account code. (Ex. Gift cards from Amazon will populate with 53009 and should be changed to incentive account code)

Question: Where can I find my monthly billing statement?

Answer: You can download your statement within 48 hours after the billing cycle ends. Statements can be downloaded from Global Card Access website or app.

Question: Can my business manager or a department admin assist me with my Expense Reports?

Answer: Yes, those individuals will need to be given access to each cardholder for which they will assist. Liaisons are designated on the Program Expense Card Request Form or by email to cards@mailbox.sc.edu.

Question: How can I update my default chartfields, card information, spend limit or request a card cancellation?

Answer: Complete the Program Card Update Form and email to cards@mailbox.sc.edu.