

Reimburse for OneCard purchases done in error

With the transition to the OneCard, there has been some confusion on how to reimburse for OneCard purchases done in error. There are two types. The purchase was either 1) entirely personal in nature, or 2) a business trip purchase but should not have been paid with an OneCard. See below for the separate processes. Please note that [reported accidental use of the One Card for personal purchases](#), where misuse was not intentional, is not subject to disciplinary sanctions unless habitual (three or more occurrences of the same error in a twelve-month period).

1) Entirely personal in nature

- a. Employee either reverses the transaction with the suppliers, or reimburses the University of Missouri by providing a check or cash from their own personal funds to their department. Either must be done within 30 days of the billing cycle end date.
- b. If the reimbursement is by check or cash, receipt of the funds is logged at the departmental level and deposited against the same mocode & PSacct that was used on the OneCard transaction.
- c. The department notes in Paymentnet the error and the CRR or reversal transaction that reimbursed the University.

2) A business travel purchase that should not have been paid with an OneCard. Typically a per diem meal or fuel for a personal vehicle. Since the process attempts to cover different situations, please read thru all of the instructions. Below is mainly the [Official instructions](#) plus some tips.

- a. If not self-reported, the fiscal reviewer or approving official will ensure that the employee has been notified of the incorrect charge and request reimbursement.
- b. If feasible, any items purchased or charges incurred can be returned/reported to the supplier for a credit to the University One Card and repurchased using personal funds.
- c. If a return is not possible, the cardholder, fiscal reviewer, or approver must complete the [One Card Reimbursement Form](#) in PeopleSoft Finance. The form can be found under the Main Menu in the Employee Self-Service section. The first tab is the form to complete, the additional tabs for instructions and attachments. Tip: If you know that the employee will be completing an ER for this transaction instead of reimbursing with a check, please note the mocode to be used in the ER in the More Information box if the mocode is different than charged in Paymentnet. *Preferred:* If the employee will be reimbursing with check or cash, the CRR can be noted on this form to save an additional step later. See step F-i for the CRR instructions.
- d. Once the form is submitted, it will route electronically to APSS. APSS will enter a credit on an Expense Report (ER), which will result in the creation of an Adjustment Cash Advance (CA) for the employee responsible for the incorrect charge. APSS will add the Adjustment CA number to Paymentnet for the subject transaction.
- e. The ER will route electronically for approval to the project manager (if necessary) and fiscal approver. It will have a negative amount to approve and the PSacct will be 132800. Once approved, a credit will be recorded to the MoCode and PS Account provided by the department.
- f. The employee will either submit a check to the department for the amount to be reimbursed or associate the outstanding Adjustment CA to a future ER to reduce reimbursement. All cash advances must be repaid in full or applied to an Expense Report reimbursement within 21 calendar days, per policy. Unresolved outstanding reimbursement amounts for the department can be seen in the [MIS Web Apps balance sheet](#).
 - i. If a check is submitted, the department will create a CRR using PS Account 132801 to relieve the outstanding cash advance receivable. The same mocode that the expense was charged to should be used but once the chartfield string is auto filled in the CRR form, the class should be taken out. Once again, it is because an asset PSacct is being used. Notify APSS of the CRR number. If the OneCard Reimbursement Form contained the CRR, then APSS was notified of the CRR number already by the form field. Once notified, APSS will associate the CRR to the CA to reconcile the outstanding balance. Done!