



# Travel Talks

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Tuesday 3/10/26



**HAPPY  
BIRTHDAY,  
TINA**



## Process Changes

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Travel Card and Central Billing Card transactions need to be allocated before 60 days.

- RPT539 – Credit Card Transactions Not Reallocated

If not completed within 60 days, Travel Team will process to a **General Fund - Unposted Transactions**

- This is based on Department

- If these reports are approved, the department will need to do a journal voucher to reallocate the charges

## RPT539 – Credit Card Transactions Not Reallocated

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Information included on report:

- Cardholder Cost Center Hierarchy (Dept)
- Expense Payee (Employee)
- Number of Days Since Loaded
- Transaction/Billing Date
- Expense Report ID (if applicable)

Charges will show on this report if they have not been fully approved.

- If charge is on an expense report, but report is in *Draft* or *In Progress* status, they will still show on **RPT539**

# Spend Authorizations for Multiple Reports

Spend Authorizations can be used on multiple reports

They can only be used for reports that fall within the time frame of the trip as specified on the Spend Authorization

**Create Expense Report for Worker**

Pay To \* Employee: Bronwyn Williams

Creation Options \*

- Create New Expense Report
- Copy Previous Expense Report
- Create New Expense Report from Spend Authorization
  - 03/03/2026 Williams/Cleveland/Mar26 2,150.00 USD

Final Expense Report for Spend Authorization  ←

Memo Williams/Cleveland/Mar26

Company \* ULSA University of Louisville

Expense Report Date \* 03/03/2026

Business Purpose \* Conference

Company on Expense Line \* ULSA University of Louisville

HAPPY BIRTHDAY, RACHAEL





Question Time!

Mo	Tu	We	Th	Fr	Sa	Su
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