How to Reconcile Airline Tickets, Hotel, Rental Car and/or Agent Fees on the DP-EZ

FSJA-030

Create the DP-EZ according to FIAP-120 Direct Pay Invoices. When you reach the Travel/Other tab follow these steps to reconcile travel related PCard charges.

1. Enter Travel Information:
   a. Departure/Return date & time,
   b. Business purpose,
   c. Additional information: enter the original DPI/DP-EZ number you are cross referencing, this only if the airfare, hotel and/or agent fee was not reconciled on the original reimbursement to the traveler.

2. Click on the down arrow to choose a payment category:
   a. Prepaid PCard Travel - use when reconciling airfare, hotel, rental car and agent fees
   b. Prepaid PCard Other - use when other expenses were paid on the PCard, i.e. conference fee and workshop fees
   c. Prepaid Other - other expenses paid by the dept
   d. Out of Pocket - expenses incurred by the traveler, i.e. taxi, parking and tips
   e. Manual Recon - not used
   f. Travel Advance - use when the traveler received a travel advance

3. Once you have selected Prepaid PCard Travel, click on the beige button to view/reconcile airfare.
   a. The Select a PCard Transaction Window will pop up.
   b. Search for your transactions by entering the first name or last name of the individual who purchased the airline ticket/agent fee. The % sign is your wild card. i.e. %Chapman.
   c. You will see the vendor name, amount, transaction date, post date and reference number. Drag the scroll bar on the bottom to locate the information you are looking for.
   d. Cross Reference PCard monthly bank statement to the reference number to ensure you reconciling the correct airfare/agent fee.
   e. Once you have identified the airline ticket or agent fee double click on the transaction to be entered in the DPEZ form.
   f. The following fields will automatically be entered:
      a. Transaction date
      b. Explanation (S document #)
      c. **DO NOT CHANGE THE S#**
      d. Amount

   Note: The traveler’s signature is not required when processing a zero dollar DP-EZ to reconcile the airline ticket, hotel, rental car and/or agent fee, when no other reimbursement to the traveler occurs. After the DP-EZ has been signed by the department, please forward to the responsible Accounting office for review.

***END***