

DECLINING BALANCE CARDS

Department travel funds in the amount of \$400 have been released for FY18 travel.

IMPORTANT REMINDERS PER UD/DEPARTMENT POLICIES:

<http://sites.udel.edu/generalcounsel/policies/travel-and-business-hosting-policy/>

- The UD Declining Balance Card or personal credit card may be used for payment of travel expenses. Once you have used the \$400 provided by the department approval is needed to receive more funds for additional travel.
- 2nd year students travel funds are to be used for attending conferences where he/she will be presenting.
- Original itemized receipts are required for Expenses in excess of \$25.00.
- Unallowable expenses will have to be reimbursed to the University of Delaware e.g., alcohol, social meals, entertainment, etc.
- Transactions must be signed off within 30 days. There will be one follow-up after 30 days and if the transactions are not signed off within that time a hold will be placed on the card and no further funds will be released for the year.

WORKS – <https://payment2.works.com/works/>

- Verification of expenses (receipts and sign off) must be completed *no later than thirty (30) days after the ending date of the business activity*.
- To upload receipts:
<http://www1.udel.edu/procurement/training/vid-attachreceipts.mp4>
- To sign off: Provide justification and funding source in comment box
<http://www1.udel.edu/procurement/training/vid-signofftrans.mp4>
- All original receipts, along with the signed credit card statement, will be maintained by the traveler's card administrator (Deanna). Please attached original receipts to credit card statement.

WORKS FAQ's

<http://www1.udel.edu/procurement/faq/faq-works.html>

Q. Do I still need to keep the paper copies of the receipts?

A. YES! We are working toward eliminating paper copies; however, for the time being, you must still keep the original receipts. These should be filed with the monthly statements or, if the expense is grant-sponsored, they should be filed with the applicable grant or sponsored program files.