

## Reimbursing Emerson College for Accidental/Personal Charges on the PCard

Dear Cardholder,

Please see steps below for reimbursing Emerson College for accidental/personal charges on the PCard.

**1)** When reconciling your statement in Workday (Create Expense Report task), please note in the memo field something along the lines of “accidental personal transaction” for each accidental charge.

**2)** Write a personal check to Emerson College for the total amount of accidental charges & deliver it to the Controller's Office at **20 Park Plaza, Boston MA 02116 - Attention Lisa Phan.**

**3)** Please complete the [Workday Departmental Deposit Form](#) and email the completed form to [accounting@emerson.edu](mailto:accounting@emerson.edu).

Website: <http://www.emerson.edu/about-emerson/offices-departments/finance/controller>

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There are 3 options available to reimburse the college.

**Option 1.** Mail a check to: Lisa Phan, Cashier, Emerson College 120 Boylston St., Boston, MA 02116. Please complete the attached Departmental Deposit Form (also available on the comptroller's website) and email the completed form to [accounting@emerson.edu](mailto:accounting@emerson.edu)

**Option 2.** Payroll deduction on the next scheduled pay date.

**Option 3.** Online payment portal:

[https://secure.touchnet.com/C20723\\_ustores/web/product\\_detail.jsp?PRODUCTID=312&SINGLESTORE=true](https://secure.touchnet.com/C20723_ustores/web/product_detail.jsp?PRODUCTID=312&SINGLESTORE=true)

The screenshot displays a Workday Expense Line form. On the left, a list of transactions is shown for two dates: Tue, Oct 15 (International Airfare BRITISH AIRWAYS, 800.05 USD) and Wed, Oct 30 (Dues WPY\*GOFUNDME, 25.00 USD). The right side shows the details for the selected transaction: Credit Card Transaction 10/30/2019 WPY\*GOFUNDME 25.00 USD. Fields include Charge Description (WPY\*GOFUNDME), Date (10/30/2019), Expense Item (Dues), Total Amount (25.00), Currency (USD), Memo (I accidentally used the wrong c.c.), \*Cost Center (830), \*Program (PG100 Instruction), and \*Fund (FD001 Operations). At the bottom, the Personal Expense checkbox is checked.