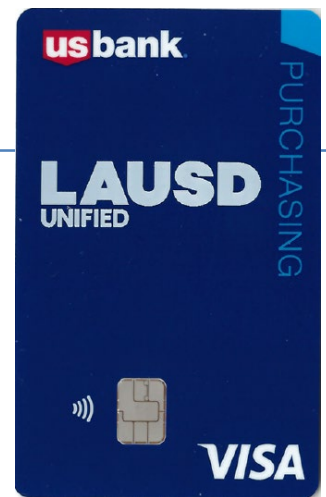


# P-Card and Travel Update-FY 23-24

## We are changing banks!

For FY 23-24 you will receive a new US Bank P-Card to replace your Citibank P-Card

- Limits are changing- all cards will have \$5,000 single purchase limit
- No Professional Services on the P-Card (e.g., mural painting, in-person assembly presentations, etc.) or goods/services on Master Services Contracts (Mem-140108, May 9, 2023)
- No Food, no gift cards on P-Cards
- Billing Cycle will now end on the 25<sup>th</sup> of the each month
- SAP reconciliation (both cardholder (CH) and approving official review/approval by the **15<sup>th</sup> of each month**. It's recommended for the CH to complete their portion of reconciliation by the 10<sup>th</sup> of each month to give your approver time to review **each receipt for every purchase** and approve by the 15<sup>th</sup> deadline
- Monthly statements will be available on-line only. An email reminder will be sent from US Bank when the statements are ready to download



## Field Trip approval required before payments using P-Card or T-Card can be made

- Follow approval process in Trip Handbook REF-2111.1 (must be approved by Risk Management in **ifieldtrip**)
- Employee chaperones, go through the 10.12.1 travel process **only if** the employee traveler self-paid and requires reimbursement

## Travel process is changing- CONCUR Travel will roll out by Regions starting in Oct 2023

- **Interim Travel process will remain the same 10.12.1 paper approval process until your Region is rolled out.** The ATRN (approved travel request notification) will still be required before the P-Card/T-Card can be used to make any payments
- **The Travel Freeze may be extended for FY 23-24.** During the freeze Local Travel will require the Deputy Superintendent's Approval via the Travel Freeze Exception Form. All Travel cards remain suspended for use and will not be reopened without an approved Travel Freeze Exception. Go to <https://travel.lausd.net> for details
- **Use of T-Card for hotels, the District T-Card only works for pre-paid hotel fees** and payment with Expedia or Hotels.com is the easiest process to ensure your school's travelers don't have difficulties checking in or out of the hotel
  - If needed the T-Card can be used to pre-pay directly with the hotel as long as the hotel can **provide an invoice and accept full payment in advance over the phone or provide a secure link to process payment prior to check-in**
  - Double check with the hotel to ensure they **processed the payment** and not just a reservation. If payment is not paid in full prior to arrival, at check-out travelers are often asked to use a personal card to make the payment since they don't have the T-Card that they reservation was booked under. (Note: travelers are still responsible for any incidental room charges and must provide their personal credit/debit card at check-in to cover any potential incidentals; room service, meals, movies, etc.)

### Important Reminders:

- 100% Receipt attachment is required for P-Card and T-Card in SAP
  - P-Card- attach applicable receipts/invoices, Field Trip approval forms, etc.
  - T-Card- attach Approved Travel Request Notification (ATRN) and receipts/email confirmations for hotel and travel expenses paid with the T-Card
  - For all **Title 1 purchases** on P-Card or T-Card the SPSA must be attached in addition to receipts and ATRNs
  - All attachments should be in PDF format
- Notify the P-Card unit immediately when there are changes in approving officials or cardholders
  - Cards should not be used without an approving official in place and the credit card forms submitted to the P-Card Unit
  - Submit a Credit Card Update Form and applicable agreements (P-Card, T-Card, Toshiba Card)

**Need a form?** Forms, Applications and Agreements can be found at <http://pcard.lausd.net>

### P-Card Unit Contacts:

Region	Name and Email	Phone
Region South, Central Offices and Adult Schools	Martha Viramontes at <a href="mailto:Martha.Viramontes@lausd.net">Martha.Viramontes@lausd.net</a>	(562) 654-9428
Region North	Mary Jane Montilla at <a href="mailto:Maryjane.Montilla@lausd.net">Maryjane.Montilla@lausd.net</a>	(562) 654-9061
Region East and Fuel Cards	Delia Velasco at <a href="mailto:DPV7300@lausd.net">DPV7300@lausd.net</a>	(562) 654-9062
Region West	New Rep Coming soon! Email any P-Card rep above or call the P-Card Main Line	(562) 654-9401

OR use the P-Card Main Line (562) 654-9401

### Travel/Conference Attendance Contacts:

Local District	Name and Email	Phone
Region South and East	Dee Washington at <a href="mailto:Dretha.Washington@lausd.net">Dretha.Washington@lausd.net</a>	(562) 654-9060
Region North, West and Central Offices	Ikumi Nakamura at <a href="mailto:Ikumi.Nakamura@lausd.net">Ikumi.Nakamura@lausd.net</a>	(562) 654-9337