

Commercial Credit Card Reporting Instructions

Steps for creating and turning in a Luther commercial card report:

Disclaimer: Do not be intimidated by the length of this list of steps. The length is entirely the result of the amount of detail included. The process is quick and easy.

1. Go to [Chase's website](#) and log in with your custom user id and password. Do not contact JP Morgan Chase (JPMC) with password issues because they can be resolved more easily with the OFS. Instead, please contact us at extension 1529 to get a temporary password.
 - Some internet browsers (Safari and Chrome in particular) do not work well with the expense reporting website.
2. Go to the blue "Account Activity" tab.
3. Choose the option "Transaction Summary" from the sub menu.
4. Click to fill in the circle next to the "Reporting Cycle" search criterion. Select the appropriate billing cycle from the dropdown.
 - (Example: the November 2024 billing cycle is from October 5 to November 4, 2024)
 - Please do not use the date range fields, as they will not match the billing cycle.
5. Click "Search."
6. Click "Edit Accounting Code" for to allocate one transaction at a time.
7. Select the appropriate "Fund-Department" and "Object" values for each transaction.
 - Some account numbers, such as faculty travel and faculty development, require a project ID that should also be selected from the appropriate dropdown.
 - If the account number you need is not available, please contact us at extension 1529 to have it added.

8. Write a description for each transaction in the large “Expense Description” field.

- The expense description for meals should include the names of those who attended, the business purpose for the meal, and information to confirm eligibility under Luther’s [travel expenses policy](#) (accompanied by an overnight stay or continuous travel of 12+ hours).
- Meal costs in excess of Luther’s daily meal reimbursement limit (\$40, prorated for partial days and/or meals provided by hotels/conferences) must be reimbursed to Luther. Indicate any necessary reimbursement in the description and attach a check to your expense report.
- If you are using a missing receipt form for a charge, please indicate that in the description for that charge and also choose the “Yes” option in the “Receipt Received” dropdown.

9. Choose the “Yes” option in the “Receipt Received” dropdown.

10. After all of the necessary information is accurately filled in for all of the transactions, click the “**Reviewed**” box for each transaction.

11. Click the “**Save**” button (computer disk icon) to save all of the changes and lock the transaction from further cardholder editing.

- If you receive a warning as you try to leave the page, that means your allocations were not saved. In that case, review each transaction to make sure the required elements are all completed.
- If you lock your transactions and then need to make a change, please contact us at extension 1529 to unlock the transactions.

12. Go to the blue “Reports” tab.

13. Choose the option “Run” from the sub menu.

14. Under “Report Name,” select “Travel Reports” and then select “Expense Report.”

15. The defaults on the “Cost Allocations Scheme” and “Filters” screens should be appropriate; skip over them.

16. On the “Criteria” screen, check the “Include Split Transactions” box if you have transactions split to multiple account numbers.

17. On the “Frequency” screen, click to fill in the circle next to the “Reporting Cycle” option and select the appropriate billing cycle from the dropdown.

- Note: Billing cycles ending on a future date will not run until the day after the end date of the billing cycle.

18. Click the “Submit Request” button.

19. An email will be sent to you when your expense report is available to be printed; the report should be available in less than 5 minutes.

20. After receiving the email, go to the blue “Reports” tab and choose the “Dashboard” option.

- Note: The system will automatically direct you to the Dashboard screen after submitting your request, but you will need to click the refresh icon to see your completed report.

21. Check the box next to the appropriate report and click the “Download” button on the right.

22. Print the expense report.

23. Attach all of the receipts for the charges to the expense report.

24. If you have purchased airfare and the transaction is on this expense report, be sure to complete and submit the carbon footprint form online ([available here](#)).

25. Sign the expense report and send it to your budget center director or designated approver to get his/her signature of approval.

- If a cardholder is also the budget center director, then an additional signature is required. If you do not know who should sign your expense report, please contact the OFS.

26. The budget center director or designated approver will then forward the report to the OFS for secure storage.

Additional Things to Consider:

- The process for allocating charges using a **supervisor** SDG2 account is a little bit different than the process outlined above; to receive a copy of special supervisor instructions, please contact us at extension 1529.
- Every cardholder must allocate his/her transactions to appropriate account numbers, write a short description for each charge, and mark all of his/her transactions as “Reviewed” **within five days** of receiving an email from the OFS indicating that the billing cycle has ended and he/she has charges to allocate to expense account numbers.
- A cardholder can login to SDG2 and allocate a transaction any time after the transaction posts online.
- The OFS must receive your printed expense report with all of your receipts, your signature, and your budget center director or designated approver’s signature **within three weeks** of receiving the end of billing cycle email from the OFS.
- The receipts to be enclosed with your expense report must be original and itemized; itemized receipts should be obtained at time of purchase (you may need to request an itemized receipt at certain restaurants).
- Luther is sales tax exempt in Iowa and many other states; for more specific sales tax information, please contact us at extension 1529.
- Your Luther College commercial card should be used, whenever possible, in lieu of travel advances and purchases with personal funds requiring reimbursement.
- The cash withdrawal function of the commercial cards is not activated as a default setting, but it can be turned on for employees that are traveling internationally with students; when cash withdrawals are made, receipts are necessary for all of the cash transactions made with the withdrawn cash.
 - Foreign exchange fees show up as separate transactions on SDG2 and must be allocated to the same account number as the transaction for which the fee was charged; foreign exchange fees do not require additional receipts.