Travel-related procard purchases when Traveler = Purchaser



Travel-related procard purchases when Traveler ≠ Purchaser Funds encumbered in Banner Traveler's approved pre-approval report reflects anticipated expense that will be paid with procard Expense feeds Procard owner selects purchase Employee other than the Non-travel report is into procard Procard owner from eWallet and marks as traveler pays for travelsubmitted in compliance owner's creates non-travel appropriate travel expense type related expense on his/her with procard expense Chrome River (e.g., air travel, hotel, etc.) with expense report procard submission deadlines eWallet traveler info in description expense charged to FOAP Traveler delegate enters as new Traveler creates expense under pre-paid expense Travel report is submitted travel expense type with appropriate subwithin 90 days of travel category (include purchaser name report in description) funds disencumbered, but expense not charged to FOAP