



JUNE 2019

EXTENDED TRAVEL AND THE CMU BUSINESS CREDIT CARD

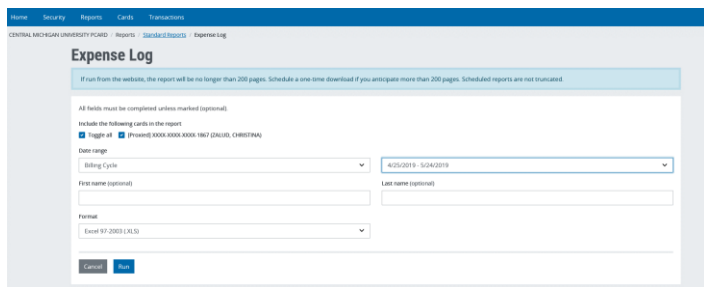
There are many cardholders traveling extensively during the late spring and early summer months and making purchases with their CMU Business Credit Card. If you have transactions on your CMU Business Credit Card account and you will be traveling past the monthly 15th deadline for Business Card Reconciliation Forms, please contact Travel Services and give an estimated date when we can expect your documentation. If you do not contact Travel Services with this information, your account may be blocked from postings, making your credit card unusable until the documentation is received.

FINAL FISCAL YEAR END REMINDER

Credit card charges posted to your CMU Business Credit Card account on or before Monday, June 24th , will be charged to the current fiscal year (2018-2019). Charges posted to your CMU Business Credit Card account on Tuesday, June 25th or later, will be charged to the new fiscal year (2019-2020). Transactions normally post within two to four business days of the purchase, but this lag time can vary between vendors. Be sure to make end of the year purchases early enough that they post to your credit card account prior to the end of the statement period. For all other fiscal year-end deadlines, please refer to the schedule on the Contracting and Purchasing Services website.

ActivePay Expense Log

Since ActivePay has been updated, users who used to print transactions on the Transaction Management screen are no longer able to due to the change in format. If you would like a printout of all transactions with cost account detail you may print the Expense Log from the Standard Reports screen. You may filter by billing cycle or create a custom time period.



The resulting report is in an Excel format and shows cost codes and notes for regular and split transactions. If you have questions about running this report you may contact Payroll and Travel Services.

Post Date	Tran Amount	Tran Tax	Cardholder	Account No	Merchant Name	Note
Line #	Line Amount	Description	WBS Element	Internal Order	Fund	
Cost Center	GL					
10/18/2017	US\$10.00	US\$0.00	ZALUD, CHRISTINA	*1867	CMU MULTI DEPT EVENTS	Testing payment order in Commerce
	US\$10.00					
	26450		693000			
10/19/2017	US\$(10.00)	US\$0.00	ZALUD, CHRISTINA	*1867	CMU MULTI DEPT EVENTS	Testing refund of payment order in
	US\$(10.00)					

Reminder – June ActivePay Deadline is Friday, June 28, 2019 at 5 PM

Statistics for May (04/25/19 to 05/24/19)

Total Spend	\$1,191,497.76
Total Number of Transactions	6,104
Average Charge	\$195.20
Open Credit Cards	1,180
Cards with Activity	806

Thanks,



Payroll & Travel Services

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