



Direct Deposit for American Express Travel Card

This is to introduce another initiative from UBC Financial Services. Direct Deposit has been set up for payments to American Express Travel Cards.

As of **November 1st, 2010** all American Express Travel Cards with supported and approved reimbursement requests will be paid by direct deposit to AMEX. This will streamline the process and shorten the time frame for a payment being applied to a specific Amex membership account. This will also minimize the delinquency charges by eliminating the step of the employee receiving reimbursement and then paying AMEX.

Cardholders are still responsible for payment to the travel card company whether by payment from the cardholder or by direct payment from UBC. Financial responsibility for charges, including delinquency charges, interest charges, is that of the individual cardholder.

It is always recommended to make AMEX payment request at the earliest possible when all supporting receipts are duly authorized.

This initiative of Direct Deposit to AMEX is aimed to reduce the delinquency charges generated on American Express Card payments and maintain a good working relationship for the campus community and American Express.

If you have any questions, comments, or concerns, please contact:

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FMS Online Procedures

October, 2010

For those departments which do not have online access, manual paper requisition form as below will continue to be used for making payment request. The Statement of Account with all supporting receipts, duly authorized must arrive at the Financial Services Department, Requisition Processing on or before the 25th of the Calendar Month following the statement date.

Please see below for a sample of a completed form:

e.g. 123-123-1234Jan2009

|  The University of British Columbia TRAVEL REQUISITION FINANCIAL SERVICES DEPARTMENT | | <input checked="" type="checkbox"/> Travel Claim | <input type="checkbox"/> Travel Advance | <input type="checkbox"/> Travel Advance | <input type="checkbox"/> Other | TR2000123 | | | | | |
|---|-----|--|---|---|--------------------------------------|--|--|-------------------|---------|----------------------|-------------------------|
| Payee (as it should read on the cheque)* American Express | | Invoice Date (mm/dd/yyyy) | | Invoice Number | | Vendor/Employee/Student ID # 1089 LOC 3 | | | | | |
| Address* PO Box 2000 | | Payment Method (x)* <input type="checkbox"/> Cheque <input type="checkbox"/> Bank Draft <input checked="" type="checkbox"/> Direct Deposit | | Currency (x)* <input checked="" type="checkbox"/> CAD <input type="checkbox"/> USD <input type="checkbox"/> Other | | SIN / GST # | | | | | |
| City West Hill | | Province/State ON | Postal/Zip Code M1E 5H4 | Country | Amount of Cheque \$ 100.00 | PREPAID EXPENSES <input type="checkbox"/> DB Ref. TR <input type="checkbox"/> Previous Requisition TR | | | | | |
| LINE INFORMATION AND CHARGES | | | | | | | | | | | |
| Amount | GST | PST | TRV | Expense Type | Speed Chart | Account | Fund | Dept ID (Org) | Program | Project / Grant (PG) | Alternate Vendor Number |
| | | | | Airline | | 611000 | | | | | |
| | | | | Mileage | | 611000 | | | | | |
| | | | | Meals | | 612000 | | | | | |
| \$ 100.00 | X | | | Other Transp. | DALK | 621000 | G0000 | 932200 | | 32G75703 | NON-UBC |
| | | | | Entertainment | | 611000 | | | | | |
| | | | | Accommodation | | 621000 | | | | | |
| | | | | Conference Reg. | | 624000 | | | | | |
| | | | | Mileage | | 612600 | | | | | |
| | | | | Other | | | | | | | |
| \$ 100.00 | | | | Total Expenses | | | | | | | |
| | | | | Advance (deduct if this a clearance) | | | 139400 | | | | |
| \$ - | | | | Net Amount to Be Paid By Traveler, or | | | | | | | |
| \$ 100.00 | | | | Net Amount To Traveler | | | TR | | | | |
| From (Dept):* Financial Services | | | | | | | Purpose/Destination/Duration of Trip(s)* Victoria, BC - Conference on Oct 1'07 | | | | |
| Direct Queries To* Lisa Lee | | | | | | | Amex#1231231234 Jane Smith | | | | |
| Phone #* 822-8239 | | | | | | | Signature of Traveler* | | | | |
| Return To / Pick-up By | | | | | | | Direct Supervisor's Approval (Signature, Print Name & Title)* | | | | |
| AUTHORIZATION SIGNATURE | | | | | | | Special Notes (Required for all "S" or "R" funds): | | | | |
| Authorization Signature 1* | | | | | | | Authorization Signature 2 (if required) | | | | |
| Print Name * | | | | | | | Print Name | | | | |
| Date (mm/dd/yyyy) | | | | | | | Date (mm/dd/yyyy) | | | | |
| | | | | Approved by | | Checked by | | Entered by | | Date | |
| | | | | Other Number | | | | | | | |

e.g. John Smith 123-123-1234

When requesting a payment to American Express Travel Card via **Direct Deposit**, please enter the **MANUAL** Q-Req or Travel-Reqform as below:

1. Always use vendor ID **#0000001089** (location = CADEFT, address = 8). Vendor ID 0000057301 will be inactive as of November 1st 2010.

2. Always use the card **number with** the issuing month and year of the statement as the invoice #, e.g. 123-123-1234Jan2009
3. Payment Method **should be** identified as **“Direct Deposit”**.
4. The cardholder’s **name** and the card **number** (as shown on the statement) must be clearly written on the requisition form
5. The “Handling Code” should be identified as **“Direct Deposit -FX”**.
6. The “Separate Cheque” box should **not** be checked.

When the handling code “FX” is being used, the FMS system will generate a list containing full details of all American Express Travel Card payments. The list will be faxed to the American Express to apply the payment to individual membership account. Currently, EFT pay cycle is run three times a week on Mondays, Wednesdays and Fridays, on a regular 5-day working week.

Direct Deposit to AMEX (EFT)

Upon completion of the form which is then duly authorized, **FMS Online users** should process the requisition according to the following procedures:

1. Create a Control Group under the department’s “Business Unit” ID.
2. Select Vendor ID “0000001089” as the payee for “American Express” in the AP voucher.
3. Make sure the locations and addresses are as default as **CADEFT** and **8** respectively.
4. Complete the invoice and distribution information in the “Invoice Information” tab as they are for a normal AP voucher.
5. To opt for an “EFT” for direct deposit payment procedure, in the “Payments” tab, make sure the Payment Method are defaulted as below:
Bank = **ROYAL**
Account = **RB01**
Method = **EFT**
Handing = **FX**

| Invoice Information | Payments | Voucher Attributes |
|--|---|-------------------------------|
| Business Unit: UBC | Invoice Number: 123-123-1234Jan2009 | |
| Voucher ID: NEXT | Invoice Date: 01/30/2009 | Print Invoice |
| Voucher Style: Regular | Total: 100.00 | |
| Vendor: AMERICAN EXPRESS BANK OF CANADA BANK OF MONTREAL TORONTO, ON | *Pay Terms: Immediate Schedule Payments | |

| Payment Information | | Find View All | First | 1 of 1 | Last |
|---|---|---|-----------------|--------|------|
| Scheduled Payment: 1 | | | | | |
| *Remit to: 0000001089 | Gross Amount: 0.00 CAD | | | | |
| Location: CADEFT | Discount: 0.00 CAD | <input type="checkbox"/> Discount Denied | | | |
| *Address: 8 | Scheduled Due: | Late Charge | | | |
| AMERICAN EXPRESS BANK OF CANADA BANK OF MONTREAL MAIN BRANCH TORONTO, ON | Net Due: | | | | |
| | Discount Due: | | | | |
| | Accounting Date: | | | | |
| Payment Method | | | | | |
| *Bank: ROYAL | Pay Group: | | | | |
| *Account: RB01 | *Handling: FX | | | | |
| *Method: EFT EFT Layout | *Netting: | | | | |
| Message: John Smith 123-123-1234 Messages | Message will appear on remittance advice. | | | | |
| Schedule Payment | | | Payment Options | | |
| *Action: Schedule | Payment Date: | <input type="checkbox"/> Hold Payment <input type="checkbox"/> Separate Payment | | | |
| Pay: | Reference: | Hold Reason: | | | |
| | | Letter of Credit: | | | |

It is a **must** to enter the card holder's name and the American Express membership number into the "[Messages](#)" box under the Payment tab. Fail to enter the American Express membership number to the "Message" box will result in the payment not being applied to the appropriate cardholder's account.

The system will generate a "reference number" and "payment date" once the AP voucher has been posted and the EFT file has been transmitted to Royal Bank.

Smartform Procedures

October, 2010

UBC TRAVEL: CLAIMS, ADVANCES & CLEARANCES
Q-REQ | TRAVEL | HONORARIUM | EDIT | PRINT | FMS INQUIRY

Travel Requisition Type: *

Vendor ID #:

Payee (as it should read on the cheque): *

Address Lines: *

City: *

Province/State: *

Postal/Zip Code: *

Country: *

Employee ID or Student #:

SIN:

GST Registration #:

Non-Resident?

Invoice #: *

Invoice Date: *

Departure Date: *

Return Date: *

Payment Amount: *

Reference # of Original Advance:

Prepaid Expenses Previous Travel Requisition:

Payment Currency: *

Expense Currencies:
Canadian Dollar . CAD
US Dollar . USD
Euro . EUR
Argentine Peso . ARS
Australian Dollar . AUD
Bahamian Dollar . BSD

Payment Method:

Selected Currencies:
Canadian Dollar . CAD

Line Information and Charges

Default Speed Chart (will be inserted for all lines): Trip Type:

| Curr | Amount | Canadian Equivalent | 12% BC HST | GST Only | Expense Type | Speed Chart | Account | Fund | Dept ID (Org) | *Program | *Project/Grant(PG) | Alternate Vendor Number |
|--------------------------------------|-----------------------------------|--------------------------------------|--------------------------------------|-------------------------------------|---------------------------------------|-----------------------------------|-------------------------------------|------------------------------------|-------------------------------------|----------|--------------------|---------------------------------------|
| <input type="text" value="CAD"/> | <input type="text" value="1000"/> | <input type="text" value="1000.00"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Airline | <input type="text" value="CWHO"/> | <input type="text" value="621000"/> | <input type="text" value="G0000"/> | <input type="text" value="322000"/> | | | <input type="text" value="E3077004"/> |
| <input type="text" value="CAD"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | Car Rental | <input type="text" value="CWHO"/> | <input type="text" value="622500"/> | <input type="text" value="G0000"/> | <input type="text" value="322000"/> | | | |
| <input type="text" value="CAD"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | Mileage | <input type="text" value="CWHO"/> | <input type="text" value="622600"/> | <input type="text" value="G0000"/> | <input type="text" value="322000"/> | | | |
| <input type="text" value="CAD"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | Other Transp | <input type="text" value="CWHO"/> | <input type="text" value="622000"/> | <input type="text" value="G0000"/> | <input type="text" value="322000"/> | | | |
| <input type="text" value="CAD"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | Meals | <input type="text" value="CWHO"/> | <input type="text" value="623000"/> | <input type="text" value="G0000"/> | <input type="text" value="322000"/> | | | |
| <input type="text" value="CAD"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | Entertainmen | <input type="text" value="CWHO"/> | <input type="text" value="656000"/> | <input type="text" value="G0000"/> | <input type="text" value="322000"/> | | | |
| <input type="text" value="CAD"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | Accommodati | <input type="text" value="CWHO"/> | <input type="text" value="624000"/> | <input type="text" value="G0000"/> | <input type="text" value="322000"/> | | | |
| <input type="text" value="CAD"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | Conference R | <input type="text" value="CWHO"/> | <input type="text" value="627000"/> | <input type="text" value="G0000"/> | <input type="text" value="322000"/> | | | |
| <input type="text" value="CAD"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | Prepaid Airlin | <input type="text" value="CWHO"/> | <input type="text" value="139410"/> | <input type="text" value="G0000"/> | <input type="text" value="322000"/> | | | |
| <input type="text" value="CAD"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | Airline | <input type="text" value="CWHO"/> | <input type="text" value="621000"/> | <input type="text" value="G0000"/> | <input type="text" value="322000"/> | | | |
| <input type="text" value="CAD"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | Other: | <input type="text" value="CWHO"/> | <input type="text" value="620000"/> | <input type="text" value="G0000"/> | <input type="text" value="322000"/> | | | |
| <input type="text" value="CAD"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | Other: | <input type="text" value="CWHO"/> | <input type="text" value="620000"/> | <input type="text" value="G0000"/> | <input type="text" value="322000"/> | | | |
| <input type="text" value="1000.00"/> | | | <input type="text" value="1000.00"/> | | Total Expenses | | | | | | | |
| <input type="text" value="CAD"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | | Advance | <input type="text" value="CWHO"/> | <input type="text" value="139400"/> | <input type="text" value="G0000"/> | <input type="text" value="322000"/> | | | |
| <input type="text" value="CAD"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | | Advance (Prepaid Airline) | <input type="text" value="CWHO"/> | <input type="text" value="139410"/> | <input type="text" value="G0000"/> | <input type="text" value="322000"/> | | | |
| <input type="text" value="CAD"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | | Clearance | <input type="text" value="CWHO"/> | <input type="text" value="131110"/> | <input type="text" value="G0000"/> | <input type="text" value="322000"/> | | | |
| <input type="text"/> | | | <input type="checkbox"/> | | Net Amount to be Paid by Traveller OR | | | | | | | |
| <input type="text"/> | | | <input type="checkbox"/> | | Net Amount to Traveller | | | | | | | |

Handling Code for Distribution of Cheques: *

Cheque # (max 99 characters):

Enter name and phone no. for cheque pick-ups.
Enter name, department and location for (D or CX). INFO WILL BE PRINTED ON CHEQUE

Purpose of Trip/Destination: *

Authorization
Print Name: *

Print Name 2 (if required):

From (Dept): *

Direct Queries To: *

Phone # (ex: 604-555-1212 or 2-5252): *

Email: *

Special Notes (Required for "S" or "R" Funds):

EFT

FX - Fax for AMEX Only

John Smith 3790-123456-51005

Cardholder's name and Membership #

It is always recommended to make AMEX payment request at the earliest possible when all supporting receipts are duly authorized.

The Statement of Account with all supporting receipts and duly authorized Requisition form must arrive at the Financial Services Department, **Smartform** section on or before the **25th** of the Calendar Month following the statement date.

When requesting a payment to American Express Travel Card via Direct Deposit, always use Vendor ID 0000001089. 0000057301 will be inactive as of November 1st, 2010. Payment Method will be defaulted to “**EFT**” and Handling Code “**FX**” will be the only option. Cardholder’s name and American Express Membership number must be entered into the Cheque Message field.

Fail to enter the American Express membership number to the Cheque Message field on the Smartform will result in the payment not being applied to the appropriate cardholder’s account.