Departmental Central Billed Account (DCBA) Card Training

Presented by Fiscal Affairs
Kathleen Santrock DCBA Program Coordinator
DCBA Program

- This card is billed directly to the university
- Allows processing of travel arrangements and reimbursements to flow more efficiently
- Purchases made with DCBA card do not need Travel Coordinator’s approval
DCBA Program Guide

- Please review your DCBA Program Guide
- Your signature on the DCBA Card
  Agreement shows that you understand the intent of the program and agree to follow the guidelines
Important Points of the Program

- DCBA card is issued in your name
- Cardholder is responsible for the security of card
- Use the DCBA card to purchase travel services within your designated limits
- You must not exceed the credit limits assigned to your DCBA card
Important Points Cont’d.

- Reconciliation is required for all charges to ensure accuracy.
- Expense reconciliation reports are due by the 20th of each month.
- Each department using DCBA card must designate someone to have access to http://sdol.jpmorganchase.com
Important Points cont’d.

- DCBA Program compliments the existing travel and payment procedures already in effect.
- The DCBA card is not for personal use.
- The DCBA card must be returned to the Program Coordinator upon termination of employment or transfer to a new department.
General Information

• JP Morgan Chase Customer Service: 1-800-890-0669

• DCBA Program Administrator is Rebecca Torres. Contact: 825-2775 Becky.Torres@tamucc.edu

• DCBA Program Coordinator is Kathleen Santrock. Contact: 825-2749 Kathleen.Santrock@tamucc.edu
Travel Guidelines and the DCBA Card

- This card is for travel purchases only and is not to be used for procurement of goods and services not related to travel.
- Cardholder must comply with TAMUCC travel policies and procedures.
- Continue to encumber all travel expenses in FAMIS.
Acceptable Purchases

Auto Rental (3010/3110)
Airfare/Taxi (3011/3111)
Actual Expenses (3020/3120)
Incidentals (fuel for rental car) (3025/3125)
Lodging (3030/3130)
Parking fees (3045/3145)
Registration (5215)
Business Meals (6340/4050)
Travel Guidelines

- Traveler should present hotel tax exempt certificate for in-state travel
- OTR must be prepared with all approval signatures
- Submit approved OTR with DCBA Expense Reconciliation
- Submit copy of approved OTR with Travel Voucher
Travel Guidelines

- No meal purchases for individual travel
- Meal purchases allowed for Business meals, team travel, group travel with students and field trips
- Create a limited purchase order
- Complete a DCBA Business Meal Form
Travel Guidelines

- All cardholders are required to reconcile their card and submit expense reports.
- Original receipts must accompany expense reports.
- Statements will be mailed to each cardholder by J.P. Morgan Chase for reconciliation.
- Fiscal Affairs/Accounting Department pays the master statement in full each month.
Business Meals/Entertainment

- Create a Limited Purchase Order in Famis
- Complete the DCBA Business Meal Form
- Follow the guidelines on Food Purchase Chart
- Use correct object code and obtain approval signature on form (if needed)
- Attach receipt and submit form with DCBA Expense report
Reconciling on Smart Data On-Line (SDOL)

- Logging On
  [http://sdol.jpmorganchase.com](http://sdol.jpmorganchase.com)

- For cardholders – your User ID will always be your 16-digit card number. Your temporary password is travel01 (case sensitive)

- For Intermediates – your User ID will be provided to you by Program Coordinator and your password is same as above
Reconciling your DCBA card

- Hotel taxes must be split from hotel rate for each traveler
- Hotel expenses for students do not need to be split for hotel rate and taxes
- Required fields are indicated by *. Other fields are optional
- After reconciling all charges, run expense report
Questions and Answers

• In the event you forget your password, SDOL has an electronic reset password feature
• The Guide and all forms are available on Travel website.
• The DCBA Cutoff Schedule is posted on the Travel website
• Frequently asked questions
Frequently Asked Questions

What type of purchases should I use the DCBA card for?
Approved University related travel and/or university related business meals/events off campus

Why should I use the DCBA Card?
Quick & efficient processing of travel and reduced out of pocket expenses for traveler.
Frequently asked questions continued...

What should I do if my DCBA card is lost or stolen?
Contact J P Morgan Chase at 1-800-890-0669 and call Program Coordinator at 825-2749.

What do I do if a purchase is denied?
Contact the Program Coordinator to determine if problem is caused by spending limit or transaction type.
Can I give my DCBA card to someone else who is traveling?

No you are responsible for the security of the card; however you may purchase travel services for another university approved traveler with your DCBA card.

Please refer to page 11-13 for additional frequently asked questions.
How to reconcile your DCBA card

• Refer to page 23-35 of the DCBA Program Guide
• Log on at http://sdol.jpmorganchase.com
• Your User ID will always be your 16-digit card # and temporary password is travel01
• You will be prompted to create a new User ID, password, input email address and provide answers to security questions
Reconciling your DCBA charges

• View your transactions for the reconciliation period at the Financial Tab