



## Direct Deposit for American Express Travel Card

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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 1<sup>st</sup>, 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 25<sup>th</sup> 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								TR2000123	
<b>TRAVEL REQUISITION</b>		FINANCIAL SERVICES DEPARTMENT		<input checked="" type="checkbox"/> Travel Claim		<input type="checkbox"/> Travel Advance		<input type="checkbox"/> Travel Advance Clearance			
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)*		Currency (x)*		SIN / GST #			
				<input type="checkbox"/> Cheque <input type="checkbox"/> Wire		CAD <input checked="" type="checkbox"/> USD <input type="checkbox"/> Other					
				<input checked="" type="checkbox"/> Direct Deposit		Amount of Cheque		PREPAID EXPENSES			
City West Hill				Province/State ON		Post/Zip Code M1E 5H4		Country		GST Override Amount	
						\$ 100.00		DB Ref. TR			
								Previous Requisition TR			
<b>LINE INFORMATION AND CHARGES</b>											
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)		139.400					
\$ -				Net Amount to Be Paid By Traveler, or							
\$ 100.00				Net Amount To Traveler							
				Ref. # of Original Advance		TR					
I hereby certify that the expenses in this Travel Requisition comply with UBC policy #83 (Travel Policy) and the sponsor or donor terms and conditions where applicable.								Purpose/Destination/Duration of Trip(s)*			
From (Dept):*				Handling Code (x)*				Victoria, BC - Conference on Oct 1'07			
Financial Services				<input type="checkbox"/> Canada Post MN							
Direct Queries To*				<input type="checkbox"/> Campus Mail CN				Amex#1231231234 Jane Smith			
Lisa Lee				<input type="checkbox"/> Pick-up PN							
Phone #*				<input checked="" type="checkbox"/> Direct Deposit FX							
822-8239				<input type="checkbox"/> Other							
Return To / Pick-up By				<input type="checkbox"/> Separate Cheque				Signature of Traveler* Date			
<b>AUTHORIZATION SIGNATURE</b>								Direct Supervisor's Approval (Signature, Print Name & Title)* Date			
Authorization Signature 1*				Authorization Signature 2 (if required)				<b>Special Notes (Required for all "S" or "R" funds):</b>			
Print Name *				Print Name							
Date (mm/dd/yyyy)				Date (mm/dd/yyyy)				Approved by Checked by Entered by Date Voucher Number			



The University of British Columbia

**TRAVEL REQUISITION**  
FINANCIAL SERVICES DEPARTMENT

Travel Claim

Travel Advance

Travel Advance Clearance

TR2000

<b>Payee</b> (as it should read on the cheque)* American Express		<b>Invoice Date</b> (mm/dd/yyyy)	<b>Invoice Number</b>	<b>Vendor/Employee/Student</b> 1089 LOC 3
<b>Address</b> * PO Box 2000		<b>Payment Method</b> (x)* <input type="checkbox"/> Cheque <input type="checkbox"/> Wire <input type="checkbox"/> Bank Draft <input checked="" type="checkbox"/> Direct Deposit		<b>Currency</b> (x)* CAD <input checked="" type="checkbox"/> USD Other
<b>City</b> West Hill		<b>Province/State</b> ON	<b>Postal/Zip Code</b> M1E 5H4	<b>Country</b>
		<b>Amount of Cheque</b> \$ 100.00		<b>SIN / GST #</b>
		<b>GST Override Amount</b>		<b>PREPAID EXPENSES</b> DB Ref. TR 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 Nu
				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							

<b>From (Dept):*</b> Financial Services		<b>Handling Code</b> (x)* <input type="checkbox"/> Canada Post MN <input type="checkbox"/> Campus Mail CN <input type="checkbox"/> Pick-up PN <input checked="" type="checkbox"/> Direct Deposit FX <input type="checkbox"/> Other <input type="checkbox"/> Separate Cheque		<b>Purpose/Destination/Duration of Trip(s)*</b> Victoria, BC - Conference on Oct 1'07 Amex#1231231234, Jane Smith	
<b>Direct Queries To*</b> Lisa Lee				<b>Signature of Traveler*</b> _____ Date _____	
<b>Phone #*</b> 822-8239				<b>Direct Supervisor's Approval</b> (Signature, Name & Title)* _____ Date _____	
<b>Return To / Pick-up By</b>				<b>Special Notes (Required for all "S" funds):</b>	
<b>AUTHORIZATION SIGNATURE</b>				<b>Approved by</b> _____ <b>Checked by</b> _____	
Authorization Signature 1*		Authorization Signature 2 (if required)		Date _____	
Print Name *		Print Name		Date _____	
Date (mm/dd/yyyy)		Date (mm/dd/yyyy)		Date _____	

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 1<sup>st</sup> 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	= <b>ROYAL</b>
Account	= <b>RB01</b>
Method	= <b>EFT</b>
Handing	= <b>FX</b>

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

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	<a href="#">Late Charge</a>				
AMERICAN EXPRESS BANK OF CANADA BANK OF MONTREAL MAIN BRANCH TORONTO, ON	Scheduled Due: [ ]				
	Net Due: [ ]				
	Discount Due: [ ]				
	Accounting Date: [ ]				

Payment Method	
*Bank: ROYAL	Pay Group: [ ]
*Account: RB01	*Handling: FX
*Method: EFT EFT <a href="#">Layout</a>	*Netting: [ ]
Message: John Smith 123-123-1234 <a href="#">Messages</a>	
Message will appear on remittance advice.	

Schedule Payment	Payment Options
*Action: Schedule	Hold Payment <input type="checkbox"/> Separate Payment <input type="checkbox"/>
Payment Date: [ ]	Hold Reason: [ ]
Pay: [ ]	Letter of Credit: [ ]
Reference: [ ]	

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: \* Claim  
Vendor ID #: 0000001089  
Payee (as it should read on the cheque): \* AMERICAN EXPRESS BANK OF CANADA  
Address Lines: \* P O BOX 2000  
City: \* WEST HILL  
Province/State: \* ON  
Postal/Zip Code: \* M1E 5H4  
Country: \* CAN

Employee ID or Student #:   
SIN:   
GST Registration #:   
Non-Resident?   
Invoice #: \* 51005 SEP 2010  
Invoice Date: \* 09/30/2010  
Departure Date: \* 09/01/2010  
Return Date: \* 09/20/2010  
Payment Amount: \* 1000

Payment Currency: \* Canadian Dollar . CAD  
Expense Currencies: Canadian Dollar . CAD, US Dollar . USD, Euro . EUR, Argentine Peso . ARS, Australian Dollar . AUD, Bahamian Dollar . BSD  
Payment Method: \* EFT  
Selected Currencies: Canadian Dollar . CAD

Reference # of Original Advance:   
Prepaid Expenses  
Previous Travel Requisition:

### Line Information and Charges

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

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
CAD	1000	1000.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Airline	CWHO	621000	G0000	322000			E3077004
CAD			<input type="checkbox"/>	<input type="checkbox"/>	Car Rental	CWHO	622500	G0000	322000			
CAD			<input type="checkbox"/>	<input type="checkbox"/>	Mileage	CWHO	622600	G0000	322000			
CAD			<input type="checkbox"/>	<input type="checkbox"/>	Other Transp	CWHO	622000	G0000	322000			
CAD			<input type="checkbox"/>	<input type="checkbox"/>	Meals	CWHO	623000	G0000	322000			
CAD			<input type="checkbox"/>	<input type="checkbox"/>	Entertainmen	CWHO	656000	G0000	322000			
CAD			<input type="checkbox"/>	<input type="checkbox"/>	Accommodati	CWHO	624000	G0000	322000			
CAD			<input type="checkbox"/>	<input type="checkbox"/>	Conference R	CWHO	627000	G0000	322000			
CAD			<input type="checkbox"/>	<input type="checkbox"/>	Prepaid Airlin	CWHO	139410	G0000	322000			
CAD			<input type="checkbox"/>	<input type="checkbox"/>	Airline	CWHO	621000	G0000	322000			
CAD			<input type="checkbox"/>	<input type="checkbox"/>	Other:	CWHO	620000	G0000	322000			
CAD			<input type="checkbox"/>	<input type="checkbox"/>	Other:	CWHO	620000	G0000	322000			
1000.00 1000.00 Total Expenses												
					Advance	CWHO	139400	G0000	322000			
					Advance (Prepaid Airline)		139410					
					Clearance	CWHO	131110	G0000	322000			
					Net Amount to be Paid by Traveller OR							
					Net Amount to Traveller							

Handling Code for Distribution of Cheques: \* FX - Fax for AMEX Only  
Enter name and phone no. for cheque pick-ups. Enter name, department and location for (D or CX). INFO WILL BE PRINTED ON CHEQUE  
John Smith 3790-123456-51005

Purpose of Trip/Destination: \* Airfare for John Smith

Authorization  
Print Name: \* Ian Burgess  
Print Name 2 (if required):

Traveller's Name: John Smith

From (Dept): \* Finance  
Direct Queries To: \* Marina  
Phone # (ex: 604-555-1212 or 2-5252): \* 2-2057  
Email: \* marina@finance.ubc.ca  
Special Notes (Required for "S" or "R" Funds):

Save

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 **25<sup>th</sup>** 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 1<sup>st</sup>, 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.