

Lehigh University OneCard Program Overview

The University has offered a very successful purchasing card program (P-Card) for several years but, to date, that program has generally not allowed users to charge travel expenses. The goal of the OneCard program is to provide a convenient, efficient, paperless program at Lehigh allows travelers to charge travel and also meets all criteria for internal control and external regulatory compliance. Use of the Wells Fargo university-liability card and Commercial Card Expense Reporting (CCER) internet reporting system will support that goal.

The OneCard program will:

- Allow travelers to charge travel expenses with a card that is widely accepted.
- Reduce or eliminate the need for faculty and staff to expend personal funds when travelling.
- Allow faculty and staff to document business expenses and the related accounting to Banner Finance through an online tool that is accessible anywhere in the world.
- Include an on-line approval process for all expenses submitted through this system
- Allow for reimbursement of out-of-pocket expenses that could not be charged to the credit card.
- Provide a means for submission and retention of related receipts.
- Reimburse faculty and staff for all approved out-of-pocket expenses via direct deposit to their bank account.
- Allow colleges and other organizational units to run more extensive reports to summarize travel and other expense activities within their areas.

This document provides an overview of the structure of the OneCard program. Please refer to the OneCard Program Policies and Procedures Manual for a complete explanation of the terms of the Program and contacts for questions.

Program Structure

Users of the OneCard Program have several choices in system access and may be assigned certain roles, as required to support their University responsibilities. All participants in the program must receive training before receiving access to the system.

The OneCard access options are:

“Out-of-Pocket Only Users”, can log into the CCER system to request expense reimbursements but do not receive a Wells Fargo credit card

“Travel-Only Cardholders” can charge only travel expenses on their Wells Fargo card and can also request out-of-pocket reimbursements

“Non-Travel Cardholders” can charge only non-travel expenses on their Wells Fargo card and can also request out-of-pocket reimbursements

“Travel and Non-Travel Cardholders” can charge both types of expenses on their Wells Fargo card and can also request out-of-pocket reimbursements.

Due to the limitations and oversight required for Sponsored Research expenditures, separate cards will be issued for charges against Sponsored Research funds. Separate cards will also be issued for faculty-led Study Abroad programs.

Cards will not be issued to individuals who are not employees of the University. In addition, students and certain temporary or short term employees are limited to Out-of-Pocket-Only access.

The OneCard roles are:

Cardholder – receives a Wells Fargo university-liability card and has responsibility for reviewing and entering the business purpose and receipts for all card activity by the monthly deadlines

Reconciler – has access to the CCER system in order to perform another Cardholder's monthly review responsibilities

Primary Approver – responsible for reviewing another Cardholder's charges/reimbursement requests for compliance with University policy including appropriateness of business purpose and funding source. The primary (and secondary) approvers for Sponsored Research cards will be a staff member in the Office of Research and Sponsored Programs.

Secondary Approver – backup to Primary Approver and may do initial review of Cardholder's transactions with referral to Primary Approver for any questions or Cardholder follow-up.

The OneCard Cycle

For Faculty and Staff:

The Wells Fargo card, the cycle ends on the first day of every month. Cardholders can log into the CCER system throughout the month to view their transactions, enter out-of-pocket expenses, enter business purpose information, and reallocate the index/account code if necessary.

An email will be sent to all Cardholders when the cycle closes to remind them to review and reconcile their accounts. Cardholders then have 5 days to review and reconcile their accounts (generally the 2nd – 6th of the month).

Once the Cardholder has reconciled their statement, the Approvers will receive an email that the statement is ready to be approved. Approvers have 8 days following the end of the cardholder reconciliation period in which to review and approve statements (generally the 14th of the month).

For Cardholders who have submitted Out-of-Pocket reimbursement requests, will receive a reimbursement credit to their bank account following the end of the approval cycle. Any reimbursement requests that have not been approved by the end of the cycle will remain in the system for processing in the cycle in which they are approved.