

SOPP # 252 (AMEX)	<u>Prepared By:</u> Treasury
<u>Effective Date:</u> November 21, 2012	<u>Approved By:</u> Commissioner of Finance
Title	Government of the Virgin Islands (GVI) American Express (AMEX) Card Authorization, Reconciliation & Payment
Purpose	To ensure timely reconciliation and payment of the monthly online AMEX statement relative to authorized purchases of airline tickets and vendor ticketing fees charged to the AMEX card by the V.I. Department of Education (VIDE).
Policies	<ul style="list-style-type: none"> • Airline ticket purchases charged to the designated AMEX must go through a series of internal approvals, as detailed in the VIDE's "<i>Electronic Travel Request Authorization and Airline Ticketing System Process Flow</i>" document, dated October 1, 2011. • Any material revisions to the "<i>Electronic Travel Request Authorization and Airline Ticketing System Process Flow</i>", including any significant change(s) in the existing vendor relationship between VIDE and Ultramar (or Travel Services Vendor), must be communicated in writing to the Commissioner of Finance, Department of Finance (DOF), within ten (10) business days of the fully approved material revisions. • The default payment method used for AMEX vendor record in the ERP system must be set to EFT. • Approvals are transmitted through electronic mail and stored securely in VIDE's online account through the Travel Services Vendor. • With the exception of bona fide disputed charges, the charges per the monthly online AMEX statement must be paid on or before the 22nd of each month by VIDE, St. Thomas Business Office. • AMEX transactions that cannot be verified against VIDE records and Travel Services Vendor records will be disputed as per AMEX's policy and addressed immediately by VIDE. (VIDE will address disputed items immediately with the expectation to resolve within the next billing cycle). • The Commissioner of Finance reserves the right to suspend or cancel authorization and/or use of the AMEX card at any time for reasonable cause, fraud, waste and/or abuse; including, but not limited to late payments made on the AMEX account.

Procedures	<u>Operational Procedures</u>
	<p data-bbox="670 306 1187 340">Section I. Transaction Record Keeping</p> <ol data-bbox="670 373 1419 806" style="list-style-type: none"> <li data-bbox="670 373 1419 478">1. Each final approval instructing Travel Services Vendor to issue ticket against a specific GTR # will be kept by each district's business office. <li data-bbox="670 485 1419 554">2. Once the ticket has been purchased, VIDE approvers will receive by email the itinerary, e-invoice and e-ticket. <li data-bbox="670 560 1419 701">3. Each invoice will list the ticket information and airline cost on one line, and the corresponding service fee charged by the Travel Services Vendor immediately following on the next line. <li data-bbox="670 707 1419 806">4. Business Office Directors will match the e-invoice to the related final approval notice, in step number 1 (Section I). <p data-bbox="670 846 1357 879">Section II. Encumbering Funds / Charging Program</p> <ol data-bbox="670 913 1419 1419" style="list-style-type: none"> <li data-bbox="670 913 1419 940">1. Each invoice will reference the related GTR. <li data-bbox="670 947 1419 1052">2. With the invoice and GTR attached, identify the Program Account number printed at the top of each GTR. <li data-bbox="670 1058 1419 1199">3. The account number also represents the District. The Business Offices will input requisitions (to Vendor American Express) for their district using the account number printed on the GTR. <li data-bbox="670 1205 1419 1310">4. Requisitions are approved and converted to Purchase Orders which charges the Program and encumbers funds to American Express. <li data-bbox="670 1316 1419 1419">5. ALL Purchase Orders to American Express will be forwarded to and kept in the St. Thomas Business Office until liquidation. <p data-bbox="670 1459 1260 1493">Section III. Monthly Statement Reconciliation</p> <ol data-bbox="670 1526 1419 1812" style="list-style-type: none"> <li data-bbox="670 1526 1419 1667">1. Once the AMEX billing cycle closes on the 28th the VIDE will utilize the AMEX online billing system to begin the reconciliation process and ensure timely payment to AMEX. <li data-bbox="670 1673 1419 1812">2. Once the AMEX billing cycle closes on the 28th the VIDE will utilize the AMEX online billing system to begin the reconciliation process and ensure timely payment to AMEX.

Procedures (Cont'd)	<p>Section III. Monthly Statement Reconciliation (Cont'd)</p> <ol style="list-style-type: none">3. Each district Business Office will be responsible for reconciling the monthly bill against the transactions for their respective district against the Travel Services Vendor transaction system and the VIDE records for that billing period, within five (5) business days ("the five business day requirement of each district Business Office") subsequent to the AMEX billing cycle closing of the previous month (i.e., the 28th of each month).4. AMEX transactions that cannot be verified against VIDE records and Travel Services Vendor records will be disputed as per AMEX's policy and addressed immediately by VIDE. (VIDE will address disputed items immediately with the expectation to resolve within the next billing cycle). <p>Section IV. Liquidate POs and Payment to American Express</p> <ol style="list-style-type: none">1. Once the reconciliation is completed, the statements will be reviewed, signed and approved for payment by each district Business Office Director within three (3) business days ("the three business day requirement of each district Business Office") subsequent to five business day requirement of each district Business Office.2. Payment request along with all support documentation of approved travels will be entered into the ERP system (i.e. Signed GTR, each ticket invoice, and the certified correct AMEX bill) within two (2) business days subsequent to three business day requirement of each district Business Office. Note that the payment to the AMEX will only occur in the STT Business office.3. The STT Business Office will ensure that timely payment of the invoice will occur by the 22nd of each month. <p><u>System Procedures</u> See attached "<i>Electronic Travel Request Authorization and Airline Ticketing System Process Flow</i>" documentation</p>
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Revision History

Revision #	Date	Description of changes	Requested By
0	11/16/11	Initial Release	ELF
1	11/17/11	Review and revisions	ELF
2	11/28/11	Review and revisions	VOC
3	11/21/12	Review and revisions	VOC