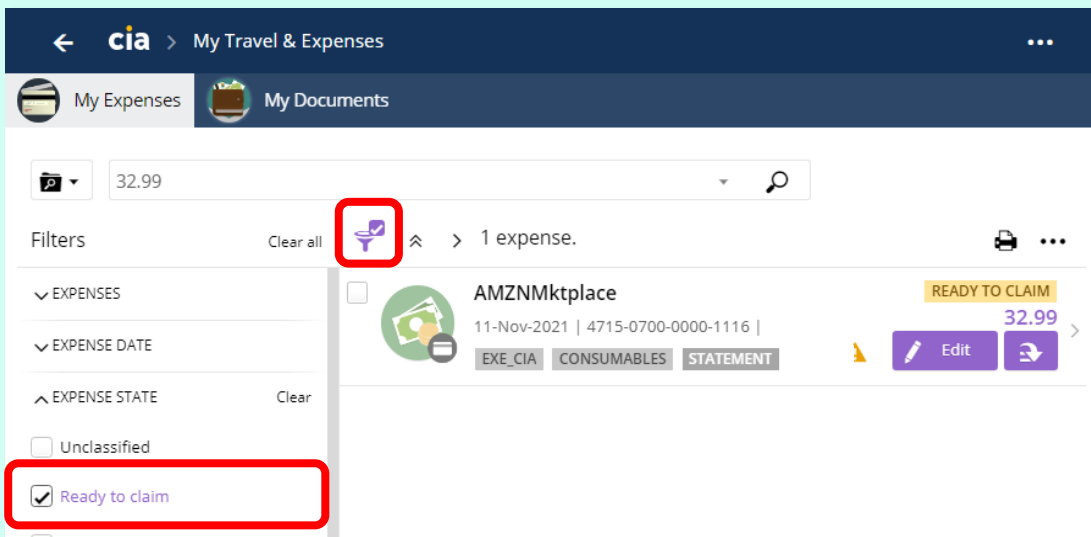


Follow these four steps to reimburse the University when your purchase card was used in error:

1. Contact accountspayableenquiries@exeter.ac.uk to advise your card was used in error. Accounts Payable will respond by email with:
 - The University's bank details
 - A payment reference
2. Arrange a bank transfer to the University's bank account, including the payment reference supplied by Accounts Payable
3. Reply to Accounts Payable using the same email trail (including any cc'd teams) to confirm your refund is on its way to the University's bank and give details of:
 - Date and amount sent
 - Payment reference
4. Reconcile the transaction as a personal expense in T1, as per the guidance below

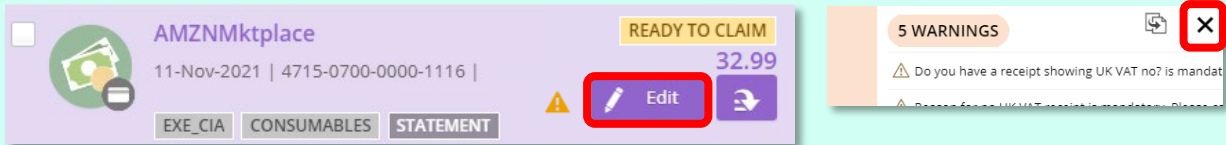
4a. Locate transaction in T1

- [Login to T1](#)
- Open the 'My Travel and Expenses' function on the 'My' page
- Click on the 'My Expenses' tab
- Select 'Ready to Claim' expense state in the filter menu or search by value, merchant name, date:



4b. Mark as 'Personal Expense'

Click 'Edit' and close the warning message that appears at the top of the screen:



Complete the form as shown below and enter 'N/A' in any additional optional fields. Do not attach a receipt.

Expense System
EXE_CIA (Default Travel and Expense System)

Expense Type
Consumables

Merchant Description
AMZNMktplace

Expense Date
03-Jul-2023

Personal Expense

Claim Type *
PCARD (Purchase Card)

Company Name *
AMZNMktplace

Country of Purchase *
UK

Narrative *
AMZNMktplace

Receipts relating to EU grants?
None

Do you have a receipt showing UK VAT no? *
NO

Reason for no UK VAT receipt *
RNA Receipt not available

Currency Code
GBP (British Pounds Sterling)

Total (Gross)
32.99

Charge Code *

Save

Tick: **PERSONAL EXPENSE**

Select: **UK**

Select: **NO**

Select: **RNA Receipt not available**

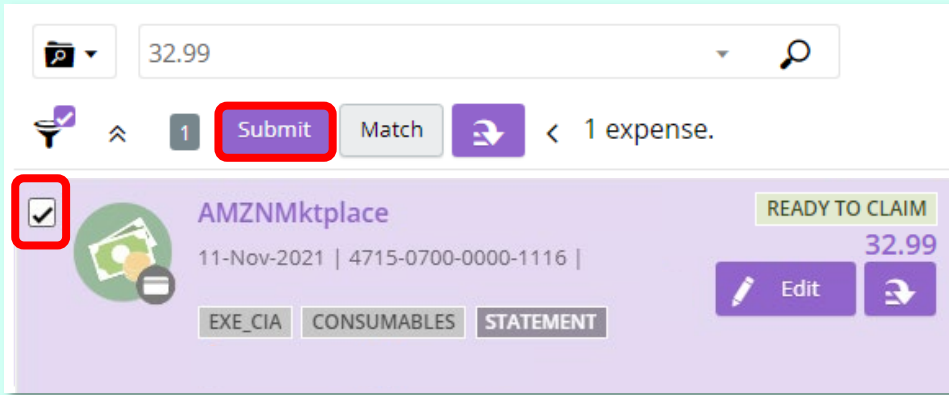
Enter the short version of a valid T1 budget centre or project charge code
The transaction will NOT be posted so any code from the [T1 Code Dashboard](#) can be used.

Additional Information

Attachments

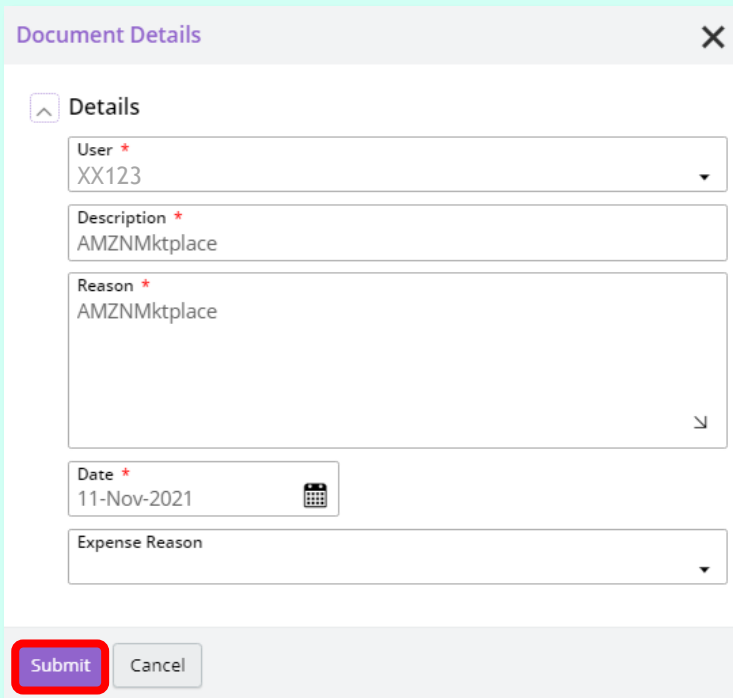
4c. Submit for approval

Tick and submit:



The screenshot shows a list of transactions. The first transaction is highlighted in purple and has a checkmark in a red box next to it. The transaction details are: AMZNMktplace, 11-Nov-2021 | 4715-0700-0000-1116 | 32.99. Below the transaction name are three tags: EXE_CIA, CONSUMABLES, and STATEMENT. To the right of the transaction is a 'READY TO CLAIM' badge and an 'Edit' button. Above the transaction list, there is a search bar with '32.99' and a 'Submit' button highlighted in red.

Click 'Submit' on the Document Details message that appears. No need to add or change anything:



The screenshot shows a 'Document Details' dialog box. It has a close button (X) in the top right corner. The 'Details' section is expanded and contains the following fields: User (XX123), Description (AMZNMktplace), Reason (AMZNMktplace), Date (11-Nov-2021), and Expense Reason. At the bottom of the dialog, there are 'Submit' and 'Cancel' buttons, with the 'Submit' button highlighted in red.

An information message appears at the top of the screen to confirm this transaction will auto-approve.

The transaction status will update to 'Complete' within a couple of hours once T1 has completed the processing:



The screenshot shows the same transaction as in the previous screenshot, but now the status is 'COMPLETE'. The 'Submit' button is no longer present, and a 'View' button has appeared. The transaction details are: AMZNMktplace, 11-Nov-2021 | 4715-0700-0000-1116 | 32.99. Below the transaction name are three tags: EXE_CIA, CONSUMABLES, and STATEMENT. To the right of the transaction is a 'View' button and a right arrow.