## 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

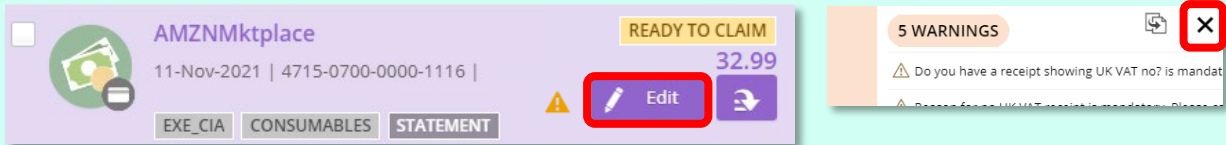**4.** Reconcile the transaction as a personal expense in T1, as per the guidance below

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:
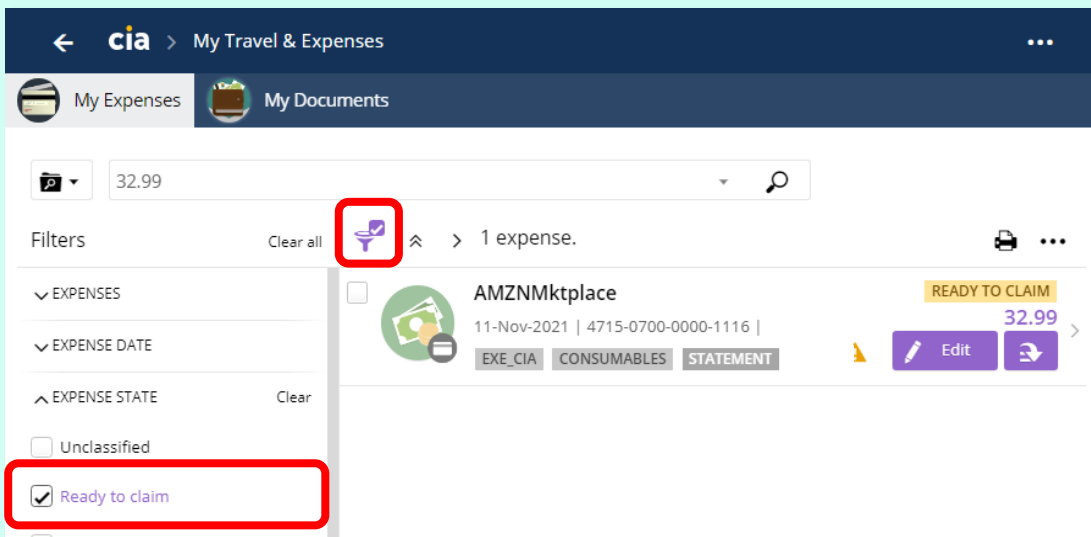
4b. Mark as 'Personal Expense'

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

AMZNMktplace
11-Nov-2021 | 4715-0700-0000-1116 |

READY TO CLAIM
32.99

⚠ ✏ **Edit**

EXE_CIA CONSUMABLES STATEMENT

5 WARNINGS ⊡ ☒
⚠ Do you have a receipt showing UK VAT no? is mandat...

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

Save — 'Save' once all detail has been entered

Expense System
EXE_CIA (Default Travel and Expense System)

Expense Type
Consumables

Merchant Description
AMZNMktplace

Expense Date
03-Jul-2023

☑ Personal Expense — Tick: **PERSONAL EXPENSE**

Claim Type *
PCARD (Purchase Card)

Company Name *
AMZNMktplace

Country of Purchase * — Select: **UK**

Narrative *
AMZNMktplace

Receipts relating to EU grants?

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

Reason for no UK VAT receipt * — Select: **RNA Receipt not available**

Currency Code
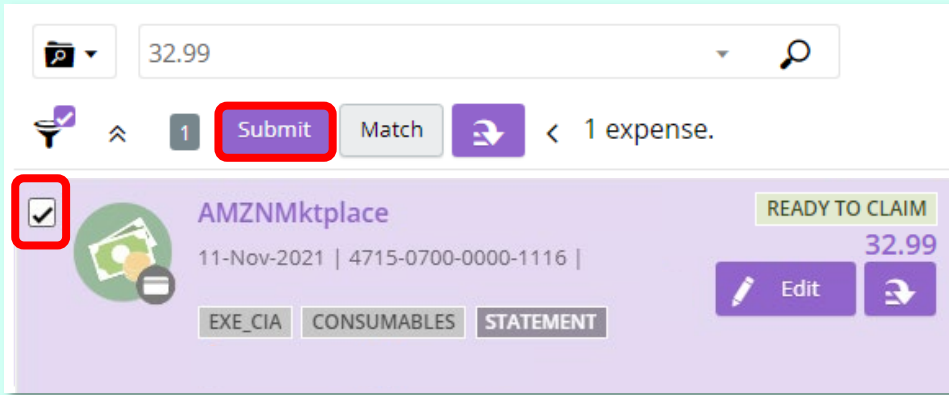GBP (British Pounds Sterling)

Total (Gross)
32.99

Charge Code * — 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
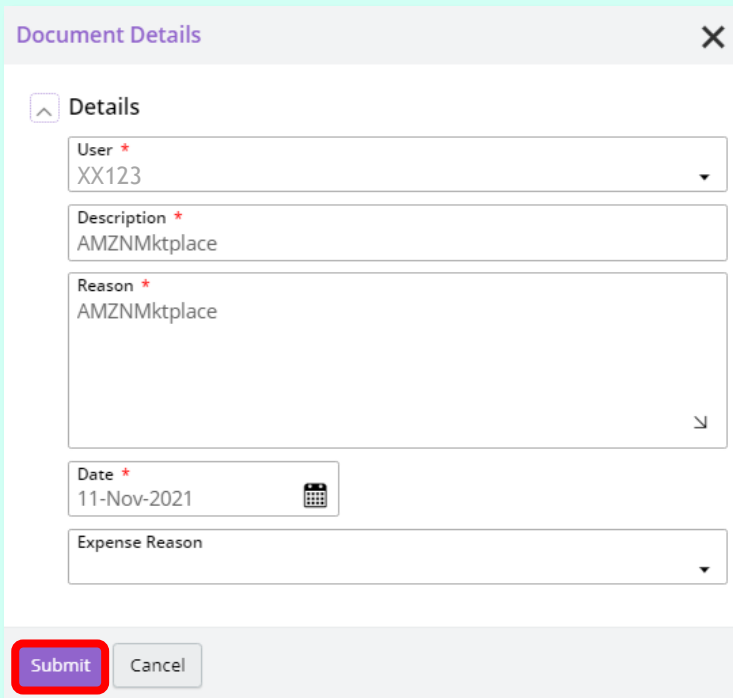
4c. Submit for approval

Tick and submit:

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

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: