



PCard Travel Transaction Workflow



Financial Services Division

Workflow Theory

- Automated process to reduce effort required to reconcile travel transactions
 - More efficient for Departments
 - Reports transactions that have not been reconciled and associated with a DPI/DPEZ
 - Internal Control process
 - Enhances documentation on file for audit
 - More efficient for PCard Department
 - Prior to Workflow, Cardholder statements could not be approved until travel occurred



Banner View – FZADPEZ

Unassociated = An “S” document transaction still in the payment category dropdown list as a selection choice when creating a DPEZ

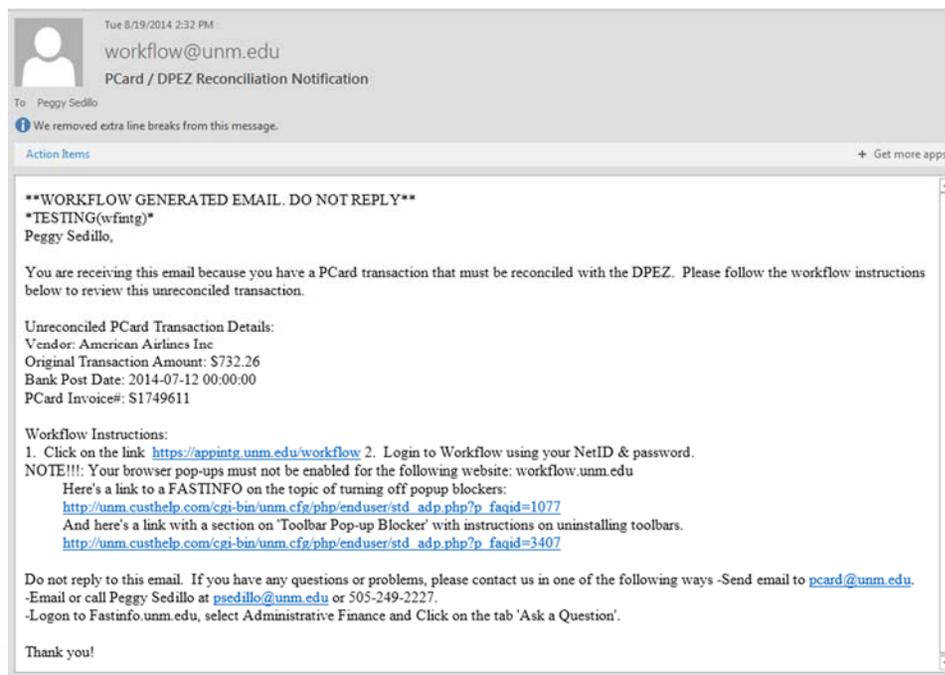
The screenshot displays the Banner Financial Services Division interface. On the left, the 'Travel Details' form shows a transaction with 'Prepaid Pcard Travel' as the payment category and '02/26/2012' as the date. A dashed arrow points from this category to a 'Select a Pcard transaction' dialog box on the right. The dialog box contains a table of transactions:

Cardholder Name	Vendor Name	Debit/Credit	Amount	Pcard Trans Date	Bank Post Date	Pcard Invoice #	Reference #
Chavez Ann Rita	Southwestair	+	36	10-MAR-12	12-MAR-12	S1297081	24036212070624071933403
Pascetti Paula	Sheraton Albuquerque	+	274.59	09-MAR-12	12-MAR-12	S1297083	24330662071900016890728
Archuleta T Marvin	Southwestair	+	479	09-MAR-12	12-MAR-12	S1297089	24036212070624071086772
Henley Vincent Gene	Sierra Vista Hotels LLC	+	410.4	09-MAR-12	12-MAR-12	S1297108	24610432071004055171204
Armijo-Harrison L Veronica	Southwestair	+	437.6	09-MAR-12	12-MAR-12	S1297132	24036212070624070435822
Garcia Nichole Christen	Monterey Plaza Hotel Ltd	+	255.24	24-FEB-12	29-FEB-12	S1290713	24610432059072004216079
Sanchez Tomas Eric	Southwestair	+	297.6	08-MAR-12	12-MAR-12	S1297157	24036212069624067597793
Sanchez Tomas Eric	Southwestair	+	297.6	08-MAR-12	12-MAR-12	S1297158	24036212069624067580567
Sanchez Tomas Eric	Southwestair	+	297.6	08-MAR-12	12-MAR-12	S1297159	24036212069624067580542
Sanchez Tomas Eric	Southwestair	+	297.6	08-MAR-12	12-MAR-12	S1297160	24036212069624067580559
Broussard D Duane	Vanguard Car Rental	+	85.93	10-MAR-12	12-MAR-12	S1294364	24164072071060213669681
Romero L Sergio	Southwestair	+	171.4	09-MAR-12	12-MAR-12	S1297164	24036212070624070020764
Cosper James Daniel	Southwestair	+	168.6	08-MAR-12	12-MAR-12	S1297167	24036212069624068277833
Pascetti Paula	FH ABQ LLC	+	274.59	05-MAR-12	07-MAR-12	S1291400	24330662066900016482770
Pascetti Paula	US Airways	+	490.2	05-MAR-12	07-MAR-12	S1291401	24792622066642000590938
Pascetti Paula	Southwest Airlines	+	851.2	05-MAR-12	07-MAR-12	S1291402	24036212066624058340578
Garcia M George	Transaction	+	33.9	06-MAR-12	07-MAR-12	S1294382	24332392067016761406095
Garcia M George	Transaction	+	33.9	06-MAR-12	07-MAR-12	S1294383	24332392067016711408118



WorkFlow Email

- Travel transactions that have not been reconciled will trigger workflow 30 days after the transaction post date by generating an email notification to the Cardholder
- Email will include a link to WorkFlow



Financial Services Division

MyUNM Menu Access

[YOUR PERSONAL

LoboMail UNM Learn Calendar

s

The University of New Mexico
LoboWeb

ees to view/update personal information, benefits and forms and more.

Enter LoboWeb

ed backups, LoboWeb is unavailable Saturday 7:00 pm - 9:30 pm.

UNM Business Applications

Transaction and Real-time Query Systems

- Internet Native Banner
- LoboWeb
- LoboAchieve
- LoboMart
- UNMJobs
- Workflow
- AppReview GradApp

Reporting

- E-Print
- Enterprise Metrics Reporting (EMR)
- HR Reports
- MyReports



Financial Services Division

Unresolved PCard Transactions Listed

- Home
- Worklist
- Workflow Status Search
- Workflow Alerts

- User Profile
- My Processes
- User Information
- Change Password

Worklist

Logoff Help

Organization	Workflow	Activity	Priority	Created	
UNM	Sedillo E Peggy Delta Air \$657.9 Post Dt 21-MAY-10 Performing	PCardholder Form	Normal	08-Jun-2010 12:24:06 AM	
UNM	Sedillo E Peggy Drury Inns \$268.41 Post Dt 21-MAY-10 Ready	PCardholder Form	Normal	08-Jun-2010 12:33:26 AM	
UNM	Sedillo E Peggy Hilton Hotels Adv Dep \$906 Post Dt 21-MAY-10 Ready	PCardholder Form	Normal	08-Jun-2010 12:34:18 AM	
UNM	Sedillo E Peggy Hotel Encanto \$182.66 Post Dt 21-MAY-10 Ready	PCardholder Form	Normal	08-Jun-2010 12:19:50 AM	
UNM	Sedillo E Peggy Southwestair \$11 Post Dt 21-MAY-10 Ready	PCardholder Form	Normal	08-Jun-2010 12:26:18 AM	
UNM	Sedillo E Peggy Southwestair \$306.9 Post Dt 21-MAY-10 Ready	PCardholder Form	Normal	08-Jun-2010 12:12:59 AM	
UNM	Sedillo E Peggy Southwestair \$477.3 Post Dt 21-MAY-10 Ready	PCardholder Form	Normal	08-Jun-2010 12:36:29 AM	
UNM	Sedillo E Peggy Usairways \$242.3 Post Dt 21-MAY-10 Ready	PCardholder Form	Normal	08-Jun-2010 12:14:46 AM	
UNM	Sedillo M Pamela Southwestair \$137.9 Post Dt 25-JAN-10 S0889817 Ready	PCardholder Form	Normal	08-Jun-2010 12:29:01 AM	
UNM	Sedillo M Pamela Southwestair \$205.4 Post Dt 15-MAR-10 S0914967 Ready	PCardholder Form	Normal	08-Jun-2010 12:16:04 AM	

[Show Reserved Items](#)

2171 - 2180 of 2500 | [First](#) | [Previous](#) | [Next](#) | [Last](#) | Go to page:

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Financial Services Division

PCard / DPEZ Transaction Reconciliation

Select one of the options listed below and complete the required information.

Option I: The department must process a DPEZ travel reimbursement for the traveler after returning from travel within the number of business days as outlined in [UBP 4030](#). When completing the DPEZ travel reimbursement, the PCard travel charge must be selected from the Payment Category* drop down list of available transactions within the Travel/Honorarium Details section of the DPEZ travel reimbursement. Do not manually enter a travel charge that was paid using PCard in this section of the DPEZ. If the DPEZ is not processed within 7 days of this notice, you will continue to receive notices every 7 days until it has been properly selected and reconciled on a DPEZ travel reimbursement. The unreconciled PCard charge will also be recorded on a management aging report. Using the PCard for Travel <http://www.unm.edu/~purch/pcardtravel/index.html>

Option II: DPEZ travel reimbursement has already been processed. This transaction was not properly selected from the Payment Category drop down list of available transactions with the Travel/Honorarium Details section of the DPEZ travel reimbursement or was manually entered in error.

Please enter the previously completed and approved Travel/Honorarium DPEZ number and the business purpose and the transaction will be associated with the reimbursement and automatically reconciled, after Financial services office(s) reviews it. If you haven't already provided a copy of the receipt, please attach a copy to this workflow and it will be routed to the appropriate Financial Services Office.

Option III: Travel has not yet occurred and is not complete or funds will be used as a credit towards future travel. The department will process a DPEZ for the traveler after returning from travel within the number of business days as outlined in [UBP 4030](#).

Option IV: This charge was not for travel. This charge was a payment for other services.

Option V: Non-employee travel not requiring reimbursement. This option can be used in lieu of creating a Zero Dollar DPEZ for non-UNM employees in order to clear PCard travel transactions in certain circumstances.

1. From the list below, please select the appropriate description for the category of travel expenditure which does not require reimbursement to the traveler. If selecting 'Other', additional details must be provided.
2. Provide business purposes in the text field available. Information should include who, what the purpose was and how UNM benefits from this travel.
3. Attach scanned supporting documentation, such as airline or hotel receipts, interview agenda or lecture announcements.

Vendor: American Ai
Original Transaction Amount: \$314
Bank Post Date: 2014-07-18 00:00:00
PCard Invoice#: S1745538

Please select from the options below:

- Option I: DPEZ will be completed within 7 days
 Option II: DPEZ has already been processed
 Option III: Travel has not yet occurred
 Option IV: This charge was not for travel
 Option V: No other items will be reimbursed for this traveler

Option I

- Department does not have to research document numbers. Most efficient.
- Validated nightly with automated process. Most efficient.
- Will come back to Cardholder if validation fails.
- “Best Practice” for DPEZ and PCard transactions.

Option I: The department must process a DPEZ travel reimbursement for the traveler after returning from travel within the number of business days as outlined in [UBP 4030](#). When completing the DPEZ travel reimbursement, the PCard travel charge must be selected from the Payment Category* drop down list of available transactions within the Travel/Honorarium Details section of the DPEZ travel reimbursement. Do not manually enter a travel charge that was paid using PCard in this section of the DPEZ. If the DPEZ is not processed within 7 days of this notice, you will continue to receive notices every 7 days until it has been properly selected and reconciled on a DPEZ travel reimbursement. The unreconciled PCard charge will also be recorded on a management aging report.

Using the PCard for Travel
<http://www.unm.edu/~purch/pcardtravel/index.html>



Financial Services Division

Option I

Vendor: United
Original Transaction Amount: \$1703.98
Bank Post Date: 2014-05-01 00:00:00
PCard Invoice#: S1708311

Please select from the options below:

- Option I: DPEZ will be completed within 7 days
- Option II: DPEZ has already been processed
- Option III: Travel has not yet occurred
- Option IV: This charge was not for travel
- Option V: No other items will be reimbursed for this traveler

Complete

Save & Close

Cancel



Financial Services Division

Option II – Oops, I forgot!

- Department must identify DZ document where transaction should have been reported.
- Financial Services office must review original PCard transaction and DZ indicated to confirm related items.
- System “inserts” records in DZ Banner Record.
- Can be used to “submit” Zero \$ DPI to Financial Services offices instead of routing via campus mail

Option II: DPEZ travel reimbursement has already been processed. This transaction was not properly selected from the Payment Category drop down list of available transactions with the Travel/Honorarium Details section of the DPEZ travel reimbursement or was manually entered in error.



Financial Services Division

Option II – Oops, I forgot!

Vendor: United
Original Transaction Amount: \$1703.98
Bank Post Date: 2014-05-01 00:00:00
PCard Invoice#: S1708311

Please select from the options below:

- Option I: DPEZ will be completed within 7 days
- Option II: DPEZ has already been processed
- Option III: Travel has not yet occurred
- Option IV: This charge was not for travel
- Option V: No other items will be reimbursed for this traveler

DPEZ #: DZ8675309

Business purpose:

Attach file before
selecting Complete

Complete

Save & Close

Cancel

Attachments

Attach File



Financial Services Division

Attaching a File

Vendor: American Ai
Original Transaction Amount: \$314
Bank Post Date: 2014-07-18 00:00:00
PCard Invoice#: S1745538

Please select from the options below:

- Option I: DPEZ will be completed within 7 days
- Option II: DPEZ has already been processed
- Option III: Travel has not yet occurred
- Option IV: This charge was not for travel
- Option V: No other items will be reimbursed for this traveler

Type of traveler

- Student
- Recruit
- Guest Speaker
- Other

Business purpose:

[Attach File](#)



Attaching a File

The image shows a software interface for attaching a file. The top window is titled "Attach File" and contains the following elements:

- File to attach:** A text input field with a "Browse..." button to its right. The "Browse..." button is circled in red.
- Name:** An empty text input field.
- Comments:** A larger empty text area.
- Buttons:** "Attach" and "Cancel" buttons are located at the bottom right of the dialog.

The bottom window is a file explorer titled "Choose File to Upload" with the following details:

- Path:** << TShoe >> 820Testing >> Workflow
- Search:** Search Workflow
- File List:**

Name	Date modified	Type
CGA Workflow Test.DPI	8/7/2014 1:41 PM	Adobe Acrobat
Generic 8.12.14 Test Doc	8/7/2014 1:45 PM	Adobe Acrobat
Testing Worksheets.8.28.14	8/28/2014 3:12 PM	Adobe Acrobat
UA...CGA Workflow Test.DPI	8/7/2014 1:42 PM	Adobe Acrobat

The file "CGA Workflow Test.DPI" is circled in red in the file explorer.

Attaching a File

Attach File

File to attach:

O:\DATA\CONT\COMMON\TShoe\820Testing\Workflow\CGA W Browse...

Name:

Comments:

Attach

Cancel



Financial Services Division

Option III – The Snooze Button

- Defer process as travel occurs in the future.
- Workflow will generate again ten days AFTER travel date indicated by Cardholder.
- Transaction will not appear in WorkFlow again if the transaction is selected on a DPEZ as Prepaid PCard Travel
- Transaction will continue to appear in WorkFlow if no action is taken.

Option III: Travel has not yet occurred and is not complete or funds will be used as a credit towards future travel. The department will process a DPEZ for the traveler after returning from travel within the number of business days as outlined in [UBP 4030](#).



Financial Services Division

Option III – The Snooze Button

Vendor: Homeland Hospitality LLC
Original Transaction Amount: \$477.8
Bank Post Date: 2014-07-21 00:00:00
PCard Invoice#: S1744779

Please select from the options below:

- Option I: DPEZ will be completed within 7 days
- Option II: DPEZ has already been processed
- Option III: Travel has not yet occurred
- Option IV: This charge was not for travel
- Option V: No other items will be reimbursed for this traveler

Travel Return Date:

September, 2014						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Time: 12 : 07 : 12 PM

Select date



Option IV – Not Traditional Travel

- Automated process generated based upon vendors Merchant Category Code (MCC).
- Brief explanation of expense/business purpose needed.
- Reviewed and approved by PCard Manager.

Option IV: This charge was not for travel. This charge was a payment for other services.



Financial Services Division

Option IV – Not Traditional Travel

Vendor: Homeland Hospitality LLC
Original Transaction Amount: \$477.8
Bank Post Date: 2014-07-21 00:00:00
PCard Invoice#: S1744779

Please select from the options below:

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- Option III: Travel has not yet occurred
- Option IV: This charge was not for travel
- Option V: No other items will be reimbursed for this traveler

Charge Description:

Conference room spaced for Department Retreat held at XYZ Hotel on July 7, 2014. 35 faculty attendees , 18 staff attendees and three guest speakers plus facilitator.

Complete

Save & Close

Cancel



Financial Services Division

Option V: Non Employee Travel – No Reimbursement

- Can eliminate most new vendor requests
- Can eliminate most Zero Pay DPEZs
- Reconciles documentation for internal/external auditors

Option V: Non-employee travel not requiring reimbursement. This option can be used in lieu of creating a Zero Dollar DPEZ for non-UNM employees in order to clear PCard travel transactions in certain circumstances.

1. From the list below, please select the appropriate description for the category of travel expenditure which does not require reimbursement to the traveler. If selecting 'Other', additional details must be provided.
2. Provide business purposes in the text field available. Information should include who, what the purpose was and how UNM benefits from this travel.
3. Attach scanned supporting documentation, such as airline or hotel receipts, interview agenda or lecture announcements.



Financial Services Division

Option V – Requirements

- Cannot be used for employee travel that does not have other reimbursement – Must do Zero \$ DPEZ
- Cannot be used for any foreign traveler – Must do Zero \$ DPEZ
- Select Option V instead of doing a zero dollar DPEZ for:
 - Recruits
 - Guest speaker
 - Students
 - Other – must identify/specify
- Reviewed and approved by appropriate core accounting office
- Must attach copy of original receipt and other documentation such as interview schedule, Lecture flyer, etc.



Option V: Zero \$ DPI

Vendor: American Ai
Original Transaction Amount: \$314
Bank Post Date: 2014-07-18 00:00:00
PCard Invoice#: S1745538

Please select from the options below:

- Option I: DPEZ will be completed within 7 days
- Option II: DPEZ has already been processed
- Option III: Travel has not yet occurred
- Option IV: This charge was not for travel
- Option V: No other items will be reimbursed for this traveler

Type of traveler:

- Student
- Recruit
- Guest Speaker
- Other

Business purpose:

Great Guy, Guest Speaker for
Peds Grand Rounds held on
4/15/2014 - Dominici
Auditorium from 1 - 3.



Attaching a File

Vendor: American Ai
Original Transaction Amount: \$314
Bank Post Date: 2014-07-18 00:00:00
PCard Invoice#: S1745538

Please select from the options below:

- Option I: DPEZ will be completed within 7 days
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Type of traveler

- Student
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Business purpose:



Financial Services Division

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Attaching a File

Attach File

File to attach:

O:\DATA\CONT\COMMON\TShoe\820Testing\Workflow\CGA W Browse...

Name:

Comments:

Attach

Cancel



Financial Services Division

Option V: Zero \$ DPI

Vendor: American Ai
Original Transaction Amount: \$314
Bank Post Date: 2014-07-18 00:00:00
PCard Invoice#: S1745538

Please select from the options below:

- Option I: DPEZ will be completed within 7 days
- Option II: DPEZ has already been processed
- Option III: Travel has not yet occurred
- Option IV: This charge was not for travel
- Option V: No other items will be reimbursed for this traveler

Type of traveler

- Student
- Recruit
- Guest Speaker
- Other

Business purpose:

Great Guy, Guest Speaker for
Peds Grand Rounds held on
4/15/2014 - Dominici
Auditorium from 1 - 3.



When Items are Rejected

- If a WorkFlow item you submit is rejected or disapproved, you will get an email informing you that corrections are required.
 - System generated notices
 - Disapproval from Financial Services offices
 - Disapproval from PCard Manager
- The email will tell you possible reasons the workflow failed.
- Return to the workflow item and correct the error.



When Items Have an Error

-----Original Message-----
From: workflow@unm.edu [mailto:workflow@unm.edu]
Sent: Tuesday, August 19, 2014 3:17 PM
To: Amie Marie Ortiz
Subject: PCard Recon Workflow Error

****WORKFLOW GENERATED EMAIL. DO NOT REPLY****

Amie Ortiz, *TESTING(wfintg)*

An error occurred while processing your PCard/DPEZ Transaction Reconciliation form.

Unreconciled PCard Transaction Details:
Vendor: American Airlines Inc
Original Transaction Amount: \$428.9
Bank Post Date: 2014-07-12 00:00:00
PCard Invoice#: S1749640

Possible causes:
-You may have entered an invalid DPEZ#. Enter only completed and approved Travel or Honorarium DPEZ#.
-You may have entered an invalid travel return date.
-You may have failed to attach copies of receipts or enter a business purpose when selecting Option 2 or 5.

Please login to workflow to make the correction.

Workflow Instructions:
1. Click on the link <https://appintg.unm.edu/workflow> 2. Login using your NetID & password.
NOTE!!!: Your browser pop-ups must not be enabled for the following website: workflow.unm.edu
Here's a link to a FASTINFO on the topic of turning off popup blockers:
http://unm.custhelp.com/cgi-bin/unm.cfg/php/enduser/std_adp.php?p_faqid=1077
And here's a link with a section on 'Toolbar Pop-up Blocker' with instructions on uninstalling toolbars.
http://unm.custhelp.com/cgi-bin/unm.cfg/php/enduser/std_adp.php?p_faqid=3407

Do not reply to this email. If you have any questions or problems, please contact us in one of the following ways:
-Send email to pcard@unm.edu.
-Email or call Peggy Sedillo at psedillo@unm.edu or 505-249-2227.
-Logon to Fastinfo.unm.edu, select Administrative Finance and Click on the tab 'Ask a Question'.

Thank you!



Financial Services Division

When Items are Returned

From: <workflow@unm.edu>

CC: Putz, Laura

Subject: PCard Transaction Auto-Recon Disapproved *TESTING(wfintg)*

WORKFLOW GENERATED EMAIL

Laura Putz, *TESTING(wfintg)*

Unreconciled PCard Transaction Details:

Vendor: Herrera Coaches

Original Transaction Amount: \$986

Bank Post Date: 2014-07-16 00:00:00

PCard Invoice#: S1744215

Disapproval comments:

Please send a copy of the invoice and expand on the business purposes. Thanks

If you have further questions, please contact:

Putz Laura

lputz@salud.unm.edu

OR

Login to workflow to make the necessary changes.

1. Click on the link <https://appintg.unm.edu/workflow>
2. Login to Workflow using your NetID & password.

NOTE!!!: Your browser pop-ups must not be enabled for the following website: workflow.unm.edu

Here's a link to a FASTINFO on the topic of turning off popup blockers:

http://unm.custhelp.com/cgi-bin/unm.cfg/php/enduser/std_adp.php?p_faqid=1077

And here's a link with a section on 'Toolbar Pop-up Blocker' with instructions on uninstalling toolbars.

http://unm.custhelp.com/cgi-bin/unm.cfg/php/enduser/std_adp.php?p_faqid=3407

Thank you!

;) Division

Attach Documentation to WorkFlow When

- **Option II is selected – DPEZ already processed**, and the original documentation for the S document you are associating with the DPI was not attached to the original DPI
 - Example: A rental car, paid for by PCard, was used during a business trip. It was not associated at the time the DPI for the trip was completed. Scan and attach the rental car receipt to the workflow for the S document
- **Option II is selected – DPEZ already processed**, and the zero \$ DPEZ has not been mailed to appropriate FSD office
- **Option V is selected – Non Employee Zero \$ DPEZ**
 - Example: The hotel was the only expense for a recruit's interview. Scan and attach the invoice for the hotel and the recruit's itinerary to the workflow for the hotel S document



For Supervisors and Managers

- **PCard Reconciliation workflow items can be queried**
- **Enter Cardholder's Last Name with “%” character**

The screenshot shows the 'Workflow Status Search' interface. On the left is a navigation menu with 'Home' (containing Worklist, Workflow Status Search, and Workflow Alerts) and 'User Profile' (containing My Processes, User Information, and Change Password). The main search area includes the following fields:

- Workflow Organization: UNM
- Workflow Specifics Name: Sedillo% (highlighted with a red circle)
- Business Process Name: PCard Recon (highlighted with a red circle)
- Definition Organization: UNM
- Name and Version: (empty dropdown)
- Start Date: (empty date field) To (empty date field)
- End Date: (empty date field) To (empty date field)
- Status: Ready (highlighted with a red circle)

At the bottom of the search area are three buttons: Search (highlighted with a red circle), Clear Search, and Reset.

Query Results and Analysis

Workflow Status Search Results

Organization	Workflow Specifics Name	Business Process Name	Status	Created
UNM	Sedillo E Peggy Delta Air \$488.3 Post Dt 12-JUL-14	PCard Recon	Ready	19-Aug-2014 01:27:29 PM
UNM	Sedillo E Peggy Continental Airlines Inc \$842.2 Post Dt 12-JUL-14 S1749613	PCard Recon	Ready	19-Aug-2014 01:27:30 PM
UNM	Sedillo E Peggy Delta Airlines \$488.3 Post Dt 12-JUL-14 S1749600	PCard Recon	Ready	19-Aug-2014 01:27:30 PM
UNM	Sedillo E Peggy United Airlines Inc \$229.3 Post Dt 12-JUL-14 S1749675	PCard Recon	Ready	19-Aug-2014 01:27:32 PM
UNM	Sedillo E Peggy Delta Airlines \$304.3 Post Dt 12-JUL-14 S1749678	PCard Recon	Ready	19-Aug-2014 01:27:34 PM
UNM	Sedillo E Peggy Delta Airlines \$501.3 Post Dt 12-JUL-14 S1749603	PCard Recon	Ready	19-Aug-2014 01:27:35 PM
UNM	Sedillo E Peggy American Airlines Inc \$347.3 Post Dt 12-JUL-14 S1749681	PCard Recon	Ready	19-Aug-2014 01:27:35 PM
UNM	Sedillo E Peggy American Airlines Inc \$428.9 Post Dt 12-JUL-14 S1749598	PCard Recon	Ready	19-Aug-2014 01:27:35 PM
UNM	Sedillo E Peggy Delta Airlines \$411.9 Post Dt 12-JUL-14 S1749594	PCard Recon	Ready	19-Aug-2014 01:27:27 PM
UNM	Sedillo E Peggy Clubhouse Inn Suites - \$155.94 Post Dt 01-APR-14 S1657448	PCard Recon	Ready	30-May-2014 07:57:27 PM

11 - 20 of 83 | [First](#) | [Previous](#) | [Next](#) | [Last](#) | Go to page:



Financial Services Division