

SINGLE EVENT TRAVEL (SET) Card Form

This form should only be used when you have been issued a SET card from the Procurement office. Form must be submitted before the due date that was given in the approval email sent out by the Procurement office before the card was picked up.

- Please indicate whether or not you are the SET Card Holder.
 - If you are the card holder, your name, M-Number and Email will automatically be filled in at the top of the form.
 - If not, you will need to enter that information for the card holder.
- Please fill in the remaining required fields at the top.
 - If there are any special circumstances, please put that in the box for “Notes for Financial Services”
- Be sure to indicate what Fund, Org and Program code are linked to the expenses for this card.
- Be sure to indicate if SET card was used for a Cash withdrawal.
 - This will trigger the form to open up Section II.
- Be sure to indicate if personal funds were used by the card holder.
 - This will trigger the form to open up Section III.
- The Expense section is split into three different sections. Sections II & III will only show on the form if the previous questions were answered as “yes”.
 - Each section will automatically show 10 rows, you can add up to 20 more rows.
 - If you need more rows for any section, there is a SET Overflow Spreadsheet that is available through a link in the form. Please use that spreadsheet for anything that will not fit in the 30 total lines given in that section.
 - **If this form is used, please use your 30th line on the form to enter the totals from that overflow spreadsheet.**
- Section I of the expenses is for the actual expenses that are on the card and will show on the card statement.
 - At the bottom of this section, there is a box to enter the total amount of cash that was withdrawn on the card. (This amount will be included in the total expense figure at the top of the section)
- Section II of the expenses is for any expenses that the cash withdrawn from the card is spent on.

- At the bottom of this section, there is a box to enter the amount of funds that was returned to the Bursar's office.
- Section III is for any expenses that personal funds (funds not linked to the SET card) was spent on.
 - If there was any mileage on the trip, this is where that would need to be entered.
- Signatures section at the bottom of the form:
 - Budget approvers:
 - Study Abroad SET cards need to be reviewed by Becky Harrison. She must be included as the first Budget Approver before it goes to the final approver.
 - Budget approvers will have the ability to make notes in a comment box and attach a file as needed.
 - Specify the Accountant for the budget who needs to approve the form.
 - Sign the form and Submit.