To continue receiving our emails, add us to your address book.

October 19, 2021 | 42nd Edition

Oracle Procurement KBA

Processing Travel & Entertainment Card M&IE over $62

You may view the status of your orders and determine whose approval they are pending by following the instructions in our Oracle Procurement KBA

Please remember that the daily limit for Meals & Incidentals in the continental United States is $62 per person; there is no exception to this limit. If the traveler incurs a Travel & Entertainment Card charge for Meals & Incidentals that exceeds the daily limit, please itemize the excess amount (over $62) under the following: 

The Travel & Entertainment Card (T&E Card) is a convenience to employees who have the necessity for meals, incidentals, or incident fees associated with the business trip. The T&E Card assures the traveler will have access to food and incidentals during travel. Food and incidentals are defined as rates which include the cost of food in the room rate, hotel or catering food services. The T&E Card may be used on travel that is for the benefit of the University, or one that is for personal reimbursement. 

If the traveler requests the T&E Card for personal purposes, the University will reimburse the traveler only if the traveler reimburses the University for the portion of the cost that exceeds the daily limit. 

The daily meal and incident fee limit is $62 per person per day. If the meal and incident fee amount exceeds the daily limit, the traveler must itemize the excess amount under the following: 

To punch-out of Travel & Entertainment Card charges, go to the Oracle Procurement KBA and follow the instructions under the T&E Card - Reimbursement. 

You may inquire into the status of your shipment by reaching out to the supplier via Services & Support with any questions.

Processing Travel & Entertainment Card M&IE over $62

If the Travel & Entertainment Card charge for Meals & Incidentals that exceeds the daily limit, please itemize the excess amount (over $62) under the following:

The Travel & Entertainment Card (T&E Card) is a convenience to employees who have the necessity for meals, incidentals, or incident fees associated with the business trip. The T&E Card assures the traveler will have access to food and incidentals during travel. Food and incidentals are defined as rates which include the cost of food in the room rate, hotel or catering food services. The T&E Card may be used on travel that is for the benefit of the University, or one that is for personal reimbursement. 

If the traveler requests the T&E Card for personal purposes, the University will reimburse the traveler only if the traveler reimburses the University for the portion of the cost that exceeds the daily limit. 

The daily meal and incident fee limit is $62 per person per day. If the meal and incident fee amount exceeds the daily limit, the traveler must itemize the excess amount under the following:

To punch-out of Travel & Entertainment Card charges, go to the Oracle Procurement KBA and follow the instructions under the T&E Card - Reimbursement. 

You may inquire into the status of your shipment by reaching out to the supplier via Services & Support with any questions.

Processing Travel & Entertainment Card M&IE over $62

If the Travel & Entertainment Card charge for Meals & Incidentals that exceeds the daily limit, please itemize the excess amount (over $62) under the following:

The Travel & Entertainment Card (T&E Card) is a convenience to employees who have the necessity for meals, incidentals, or incident fees associated with the business trip. The T&E Card assures the traveler will have access to food and incidentals during travel. Food and incidentals are defined as rates which include the cost of food in the room rate, hotel or catering food services. The T&E Card may be used on travel that is for the benefit of the University, or one that is for personal reimbursement. 

If the traveler requests the T&E Card for personal purposes, the University will reimburse the traveler only if the traveler reimburses the University for the portion of the cost that exceeds the daily limit. 

The daily meal and incident fee limit is $62 per person per day. If the meal and incident fee amount exceeds the daily limit, the traveler must itemize the excess amount under the following:

To punch-out of Travel & Entertainment Card charges, go to the Oracle Procurement KBA and follow the instructions under the T&E Card - Reimbursement. 

You may inquire into the status of your shipment by reaching out to the supplier via Services & Support with any questions.

Processing Travel & Entertainment Card M&IE over $62

If the Travel & Entertainment Card charge for Meals & Incidentals that exceeds the daily limit, please itemize the excess amount (over $62) under the following:

The Travel & Entertainment Card (T&E Card) is a convenience to employees who have the necessity for meals, incidentals, or incident fees associated with the business trip. The T&E Card assures the traveler will have access to food and incidentals during travel. Food and incidentals are defined as rates which include the cost of food in the room rate, hotel or catering food services. The T&E Card may be used on travel that is for the benefit of the University, or one that is for personal reimbursement. 

If the traveler requests the T&E Card for personal purposes, the University will reimburse the traveler only if the traveler reimburses the University for the portion of the cost that exceeds the daily limit. 

The daily meal and incident fee limit is $62 per person per day. If the meal and incident fee amount exceeds the daily limit, the traveler must itemize the excess amount under the following:

To punch-out of Travel & Entertainment Card charges, go to the Oracle Procurement KBA and follow the instructions under the T&E Card - Reimbursement. 

You may inquire into the status of your shipment by reaching out to the supplier via Services & Support with any questions.

Processing Travel & Entertainment Card M&IE over $62

If the Travel & Entertainment Card charge for Meals & Incidentals that exceeds the daily limit, please itemize the excess amount (over $62) under the following:

The Travel & Entertainment Card (T&E Card) is a convenience to employees who have the necessity for meals, incidentals, or incident fees associated with the business trip. The T&E Card assures the traveler will have access to food and incidentals during travel. Food and incidentals are defined as rates which include the cost of food in the room rate, hotel or catering food services. The T&E Card may be used on travel that is for the benefit of the University, or one that is for personal reimbursement. 

If the traveler requests the T&E Card for personal purposes, the University will reimburse the traveler only if the traveler reimburses the University for the portion of the cost that exceeds the daily limit. 

The daily meal and incident fee limit is $62 per person per day. If the meal and incident fee amount exceeds the daily limit, the traveler must itemize the excess amount under the following:

To punch-out of Travel & Entertainment Card charges, go to the Oracle Procurement KBA and follow the instructions under the T&E Card - Reimbursement. 

You may inquire into the status of your shipment by reaching out to the supplier via Services & Support with any questions.