February 2026 PCard Update

- **Expense Report Due Dates**
  - 02/02 – 02/06/2026 = FEB26 WEEK 1: Due 02/20/2026
  - 02/09 – 02/13/2026 = FEB26 WEEK 2: Due 02/27/2026
  - 02/16 – 02/20/2026 = FEB26 WEEK 3: Due 03/06/2026
  - 02/23 – 02/27/2026 = FEB26 WEEK 4: Due 03/13/2026

  - 03/02 – 03/06/2026 = MAR26 WEEK 1: Due 03/20/2026
  - 03/09 – 03/13/2026 = MAR26 WEEK 2: Due 03/27/2026
  - 03/16 – 03/20/2026 = MAR26 WEEK 3: Due 04/03/2026
  - 03/23 – 03/27/2026 = MAR26 WEEK 4: Due 04/10/2026

Important Updates/Reminders –

- **Past Due Expense Reports – Automation of Past Due Notices**
  The PCard Office will begin automatically notifying cardholders of past due transaction reconciliations that are greater than 30 days old. This automated email notification will be sent weekly to the account holder and will include an attachment that verifies all past due expenses and their status.

  - **If you do not reconcile your PCard expenses, please forward past due notices to your delegate**.
  - Failure to take action on past due expenses will result in the suspension of the PCard until the account is fully reconciled.
  - If the PCard is suspended, the account must be current and in good standing in order to lift the suspension. Expense reports must be fully approved and exported to Banner for complete reconciliation.

- **Single Meal Expenses –** Business meeting meals for a single individual are not allowable on the PCard.
  Per TTUHSC OP 72.16: Meals provided for employees at business meetings will be allowed when a clear business purpose can be identified. A complete list of all attendees, including title and department and/or company/institution, is required. Social meetings for lunch or dinner will not be reimbursed. A clear business purpose of the meeting MUST be provided.

- **New Emburse App is Available! – CR Snap and Chrome River app are no longer available as of 1/31/26.**

  Download "**Emburse Enterprise Mobile**" via the Apple App Store or Google Play Store.
  Features currently include:
  AI Receipt Capture: Extracts expense details automatically with industry-leading accuracy.
  Receipt Border Cropping: Detect receipt borders and instantly crop for speedy processing.
  More Upload Options: Capture multi-page receipts and even upload PDFs from your mobile device.
  Cloud Wallet: Track and manage your receipts on any device.
  Expense Reports: End-to-end expense and pre-approval.
  Multilingual Interface: Available in 35 languages, with AI receipt-capture support for all regions.
  Approvals: Full approval flows for expense reports.

If you have any questions or concerns, please contact PCard directly at pcard@ttuhsc.edu.

Helpful Links

PCard Purchasing Guidelines

PCard Website: https://www.fiscal.ttuhsc.edu/paymentservices/pcard/