

## Accounting for and Applying Airfare Credits

### **How to report airfare credit certificates/My Wallet credits on an expense report**

When a credit certificate is issued for unused portions of a ticket, the amount reported on the expense report is the total value of the ticket used. If the ticket was purchased by the university, the value of the credit is retained to use on future university travel and should be tracked using [Travel Tools Workbook](#).

When applying a credit certificate to purchase a ticket or a portion of a ticket, the amount reported on the expense report is the total value of the ticket used. When using a personal credit the backup must include the original purchase receipt and all exchanged receipt ticket(s) (if applicable) showing proof of purchase.

When using personal “My Wallet” funds from Alaska Airlines, the backup must include a copy of the original receipt of the ticket(s) purchased that created the My Wallet credit and a screenshot of the ticket(s) that generated the credit in the “My Wallet” account.

\* Screenshots can be pulled from “My Wallet” transactions.

UA Travel/ProCard purchases that generate My Wallet transactions should be logged and tracked using [Travel Tools Workbook](#).

### **How to handle UA Travel Card purchases that generate airfare credit certificate/My Wallet credits**

When the funding source of the original purchase differs from the authorized funding for the trip the credit certificate/My Wallet is being applied to, a JV must be completed to charge the appropriate funding source. Additionally if the fund being used is restricted, a 60 day cost transfer memo may be needed.

When a credit certificate/My Wallet is issued for a ticket that was purchased on restricted funds that credit must either:

- 1) Be applied to a ticket (JV'd if using a different Fund, Org, Account)
- or
- 2) If it is unknown when the credit will be used, the credit amount must be JV'd to the prepaid travel balance sheet (103010-0446) and then JV'd to the appropriate funding source when it is used.

When a credit will not be used before the end of the fiscal year, the cost of the ticket must be moved by processing a JV to the prepaid travel balance sheet (103010-0446). When the credit is applied in the new fiscal year a JV is processed to credit the balance sheet account and debit the appropriate operating account.