

## Purchasing Card Activity Coding Awards Weekend Expenses

Please complete the statement per the example below:

Office Project: 0000  
 Account-Description: See example below for common travel selections  
 Transaction Description: Awards Weekend 2017 - P00155



The Office/Project will be the same. The Account Description and the Transaction Description should contain **Awards Weekend 2017 - P00155 and any pertinent details** – see below.

Office XXX	DIRECTOR XXX	Purchasing Card Activity			Month Ending April 30, 2017
TRANSACTION DATE	MERCHANT	AMOUNT	OFFICE/PROJECT (4Digit # i.e. 0012)	ACCOUNT - DESCRIPTION	TRANSACTION DESCRIPTION/ADDITIONAL NOTES
<b>Total Charges</b>		<b>350.00</b>			
4/30/2017	US Airways	340.00	0000	7611 - Travel-Airfare	Awards Weekend 2017 - P00155
4/30/2017	Tolls	10.00	0000	7610 - Travel-Mileage/Tolls	Awards Weekend 2017 - P00155

### My Time & Expenses (MTE)

Project Code (Home Office#) - P00155 is the project code for submitting Awards Weekend 2017 expenses through My Time & Expense. All active employees as of the end of registration will have access to this project code. If you do not see the project code, you will need to search for it using the grey magnifying glass in order to add it to your timesheet. It should only be used for Awards Weekend 2017 approved reimbursable expenses.

### Who can assist?

If you have any questions regarding Awards Weekend 2017, please email **Anita Palmer** at [apalmer@bayada.com](mailto:apalmer@bayada.com).

If you have any questions regarding My Time and Expenses or reimbursable expenses, please contact your accounting team [VASOffice@bayada.com](mailto:VASOffice@bayada.com), [AHAMOffice@bayada.com](mailto:AHAMOffice@bayada.com), [PAHOffice@bayada.com](mailto:PAHOffice@bayada.com), [NCHOffice@bayada.com](mailto:NCHOffice@bayada.com), [OPROffice@bayada.com](mailto:OPROffice@bayada.com)