



Reconciling fraud expenses on a Bowdoin credit card

If you receive an unknown charge on your Bowdoin credit card, please reach out to the [Controller's Office](#). We will contact the credit card company and a credit will be issued while they investigate the transaction. Your credit card will be cancelled and we will let you know when your new card arrives, typically within 3-5 business days.

The Controller's office reconciles all credit card transactions including fraud activity. Please add the fraud related charge and associated credit (once available) into an expense report.

- Receipts are not applicable.
- **"Fraud Charges & Credits"** can be indicated in the Memo as the business purpose.
- **IMPORTANT:** Please code the fraud charge and associated credit to the same expense item and cost center. Expense item 6590 (Miscellaneous) can be used and your department cost center. The transactions will become a wash in Financial Edge.

Personal	Company Paid	Cash Advance Applied	Prior Balance Applied	Reimbursement	Total
0.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00 USD

Expense Report Reference Information

Reimbursement Payment Type *

Memo

[Click here to sort](#)

04/06/2019	6.32
Miscellaneous (6590)	
04/14/2019	4.21
Miscellaneous (6590)	
04/19/2019	7.37
Miscellaneous (6590)	
04/21/2019	10.54
Miscellaneous (6590)	
04/27/2019	(4.21)
Miscellaneous (6590)	
04/27/2019	(10.54)
Miscellaneous (6590)	
04/27/2019	(7.37)
Miscellaneous (6590)	
04/27/2019	(6.32)

Expense Report Line

Credit Card Transaction 04/06/2019 PRIME VIDEO*MW61Z4K6 6.32 USD

Charge Description PRIME VIDEO*MW61Z4K60

Date 04/06/2019

Expense Item Miscellaneous (6590)

Quantity 1

Per Unit Amount 6.32

Total Amount 6.32

Memo (empty)

Personal No

*Cost Center [REDACTED]

Conference/Training? (empty)

International Region (empty)