

Disbursements Office

What is a Negative Balance Due Employee?

A “Negative Balance Due Employee” is the result of an employee using the FSU Purchasing card for personal expenses that total more than the employee’s reimbursement for out-of-pocket expenses. Out-of-Pocket expenses include expenses paid in cash (tolls, parking, tips), personal car mileage, and meals per diem.

The FSU Purchasing credit card is provided to employees for business expenses and is not intended for personal use, but certain situations may arise when expenses are mixed business & personal, such as:

1. Per diem meals
2. In room movies or a room service charged to the room
3. Alcohol during a business meal
4. Spouse/guest attending a business meal with an FSU employee

What action is required of the employee when there is a Negative Balance Due?

When the employee owes Ferris State University for personal/non-reimbursable expenses, it becomes a type of “Cash Advance” and is subject to the Cash Advance Policy. Therefore the employee is required to re-pay FSU within seven (7) days after completion of the trip or their monthly expense report.

The employee’s payment must be deposited in the Timme Center (First Floor) and recorded on a **Miscellaneous Cash Receipt** to Index **CONCUR Account Code 1331**. A copy of the Miscellaneous Cash Receipt should then be scanned and attached to the Concur expense report documenting that FSU received the appropriate employee payment.

What happens if the balance due is not paid on a timely basis?

Non-timely repayment of a “Negative Balance Due Employee” for non-reimbursable expenses charged to the FSU Purchasing Card could jeopardize future use of the card. Delinquent balances will result in temporary closure of the card until outstanding balances are cleared. If payroll deduction is required to recover a Negative Balance Due, the employee’s Purchasing Card will be closed and they will become in-eligible for a Purchasing Card.