IOWA

Accounts Payable and Travel | 202 PCO | 319-335-0115

Training Manual for ProTrav Upper-Level Administrative Users

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Introduction

An Upper-Level role is available in ProTrav for Administrative users. This role allows users to review Procurement Card or Travel related expenses at an Organizational or Departmental level. This role is intended to facilitate the review, oversight and reporting of these expenses.

Users who may benefit from this role include departmental Faculty/Staff with budgetary responsibility, Deans, Directors, Department heads, and other supervisory staff.

The expectations for this role include but are not limited to the following:

- Review card transactions in a timely fashion. Best practice encourages weekly review. At a minimum this review should be conducted bi-weekly and daily review is available. This review needs to include heightened scrutiny of transactions that could potentially be non-business, e.g. department, grocery and home improvement stores purchases.
- Monitor card requests and cards issued.
- Provide administrative oversight of delinquent vouchers and emphasize with cardholders the importance of timely submission.
- Promote card transactions with preferred, contracted suppliers.
- Increase expenditure analysis through ProTrav online reports.
- Ensure clearly defined and communicated guidelines for review and reconciliation of card transactions and separation of duties have been established and are in practice.

Upper-level reviewers must be familiar with purchasing guidelines, spend limits and associated policies and procedures.

The following training course is available:

- ICON online training *"Procurement Card Training–No Reco"* includes three sections: Buyer Perspective, Fundamentals and Travel.

We encourage you to share this functionality with others who may benefit.

Users with the Travel Upper-Level Role will be able to access via ProTrav:

- Trips, Reimbursements, Advances for Travelers within their ORG or ORG/DEPT combo.
- Trips, Reimbursements, Advances for expenses paid on their ORG or ORG/DEPT combo.
- List of delinquent Cash Advances within their ORG or ORG/DEPT combo.
- List of delinquent Cash Advances paid on their ORG or ORG/DEPT combo.
- Reports of Travel spending, summary spend per traveler, dept, and dollars spent.

- Search function that allows you to search travel related transactions by Traveler within the users ORG or ORG/DEPT combo.

Users with the Procurement Card Upper-Level Role will be able to access via ProTrav:

- Summary of the new Pcard transactions in their ORG or ORG/DEPT combo on a daily basis (by cardholder).
- List of "new" cards for their ORG or ORG/DEPT combo during the past 60 days.
- List of delinquent Procurement Card Voucher for their ORG or ORG/DEPT combination.
- Links to view cardholder's transactions, vouchers, receipts, and card information for their ORG or ORG/DEPT combination.
- Reports of vendor spending, summary spend per cardholder, dept, and dollars spent.
- Automated e-mail notifications of delinquent vouchers and transactions that may require additional review.

The ProTrav- Upper – Level Data Access Request (under Forms on our website) must be completed to obtain this role. If you have any further questions or concerns, please email protrav@uiowa.edu**.** Departmental training is available upon request.

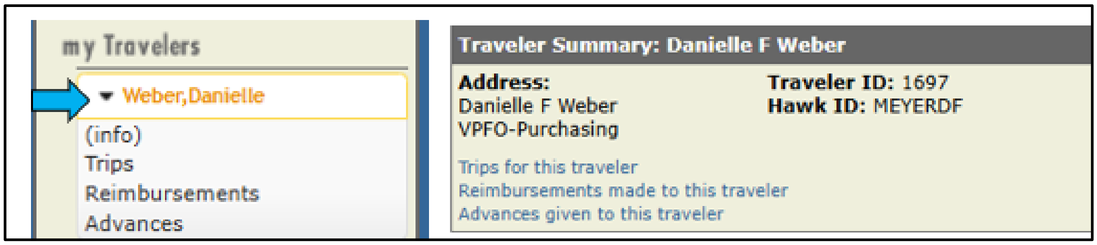
Travel Upper-Level Access

Travel Upper-Level Users:

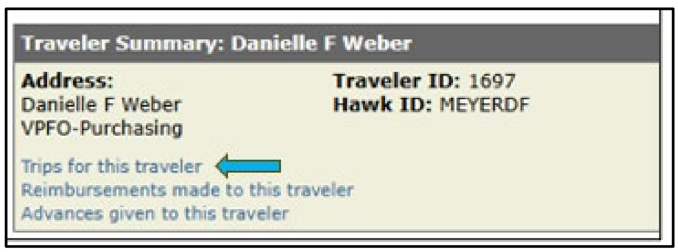
The Start Page/Navigation panel of the administrative user provides easy access to travel information for your ORG or ORG/DEPT. There are several ways to get to this travel information and you can view it in summary form or can drill down to full detail. If you have edit rights to your ORG/DEPT you will be able to make changes to trips/TEV's; view rights allow you to view, but you cannot make changes to travel forms.

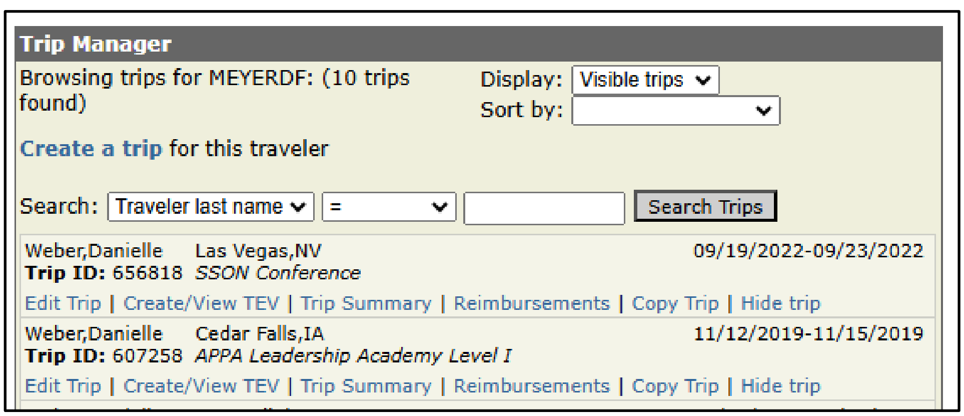
In the ***My Travelers Section*** of the Navigation Panel on the left-hand side of the screen, you will see the Org or Org/Dept that you have access to. When you click on the plus by the *Org name*, the list will expand to display the Departments to which you have access. When you click on the drop-down arrow by the *Department name*, the list will expand further to display travelers who are employed in and/or whose trips are funded by your Org/Department.

To review travel details for a specific traveler, click on that individual's name to display their traveler summary. Once you click on the individual's name, the main ProTrav screen changes to display the information below:



Clicking on the ***Trips for this traveler*** link on the Traveler summary takes you to the traveler's trip manager where all trips for the specified traveler are displayed. From here you can drill down to more detail about a specific trip.





Edit Trip—provides a view of trip details: dates, destination, trip purpose and description, comments, funding MFK, etc.

Create/View TEV—All expenses for the trip are shown in detail on the Travel Expense voucher whether charged to a UI Procurement card or reimbursed to the traveler. Funding details, payment details, policy exceptions/justifications and audit errors are also displayed on the TEV.

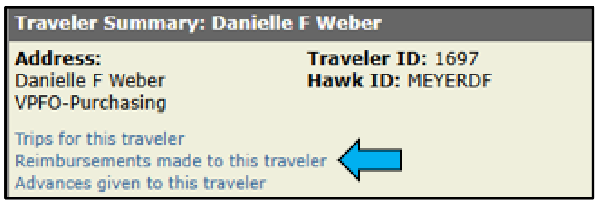
Trip Summary—provides a breakdown of expenses, but at a summary level-expenses charged to a UI Procurement Card, Cash Advances, reimbursements, funding, etc.

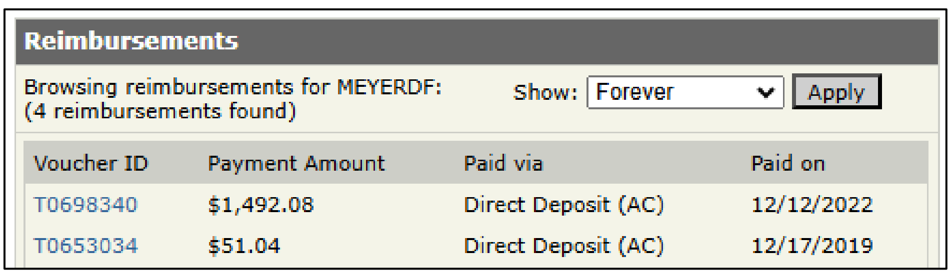
Reimbursements—displays reimbursement amount, date and form of payment.

Copy Trip – allows the user to duplicate information from a previous trip.

Hide trip —allows you to "close" trips once you are done viewing or working with them in order to keep the list more manageable or to display trips only for a specified time frame.

The ***Reimbursements made to this traveler*** link on the Traveler summary panel displays all reimbursements made to the specified traveler in the last 6 months. The time frame can be expanded to 12 months or as far back as ProTrav Data is kept. From this panel, you can again drill down to the TEV.



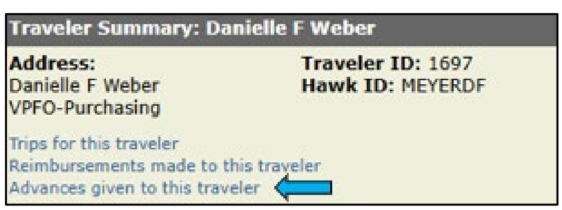


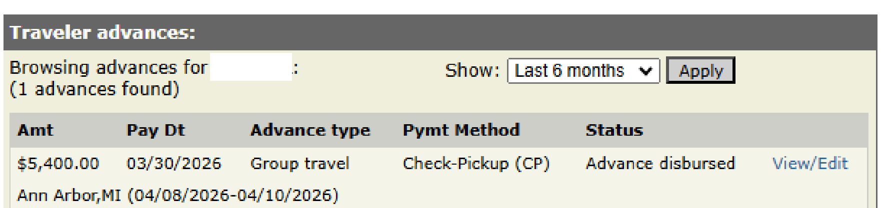
Reimbursements

Browsing reimbursements for MEYERDF: (4 reimbursements found) Show: Forever Apply

Voucher ID	Payment Amount	Paid via	Paid on
T0698340	$1,492.08	Direct Deposit (AC)	12/12/2022
T0653034	$51.04	Direct Deposit (AC)	12/17/2019

The ***Advances given to this traveler*** link shows details for travel advances including amount, date paid, and status of the advance.





Traveler advances:

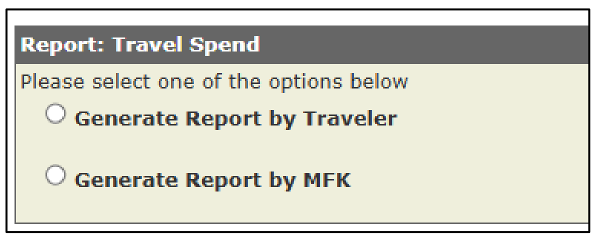
Browsing advances for : (1 advances found) Show: Last 6 months Apply

Amt	Pay Dt	Advance type	Pymt Method	Status	
$5,400.00	03/30/2026	Group travel	Check-Pickup (CP)	Advance disbursed	View/Edit
Ann Arbor,MI (04/08/2026-04/10/2026)					

Travel Spend Reports

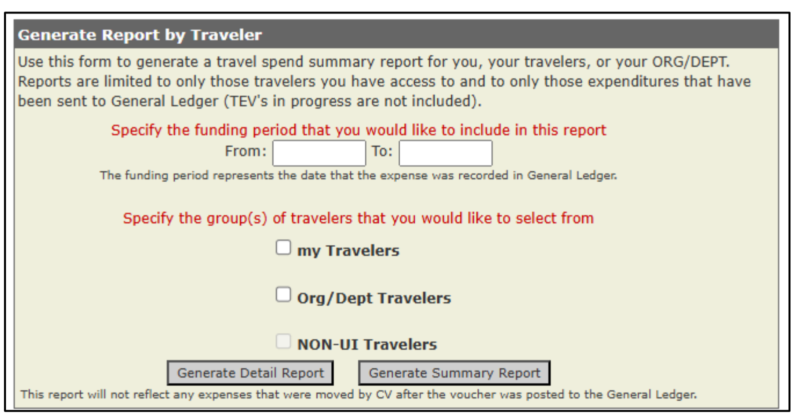
You can also generate the ***Travel Spend Report*** from the Reports section of the Navigation panel on the left-hand side of the screen.

Indicate whether the report should be generated by a traveler/group of travelers or by a specific MFK by clicking in the circle next to your choice.



Generate Report by Traveler

If ***Generate Report by Traveler*** was selected, the following screen will display.

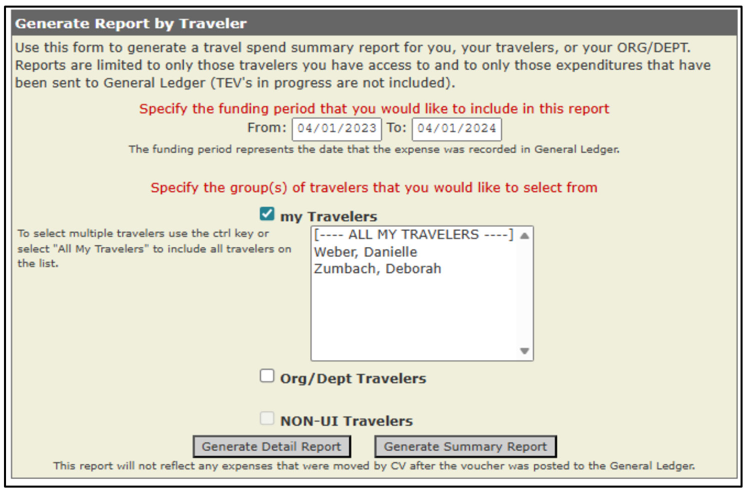


Enter the time frame for the report. The time frame and results are based upon when the travel transaction/s posted to general ledger. The time span cannot be greater than 12 months.

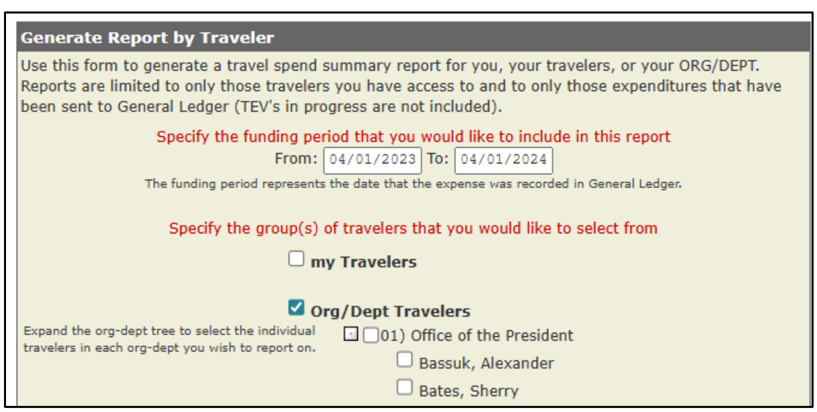
As a Department Administrator your travel spend report panel will likely include three sets of travelers:

- You and those travelers in your ***my Travelers*** section
- All travelers who are employed in your Org/Department and other UI employees whose travel expenses have been funded by your Org/Department.
- Non-UI travelers whose travel expenses have been funded by your Org/Department

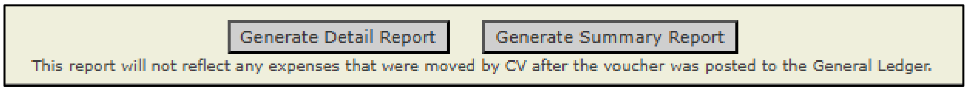
Choose the group(s) of travelers. The screen will refresh with a list of travelers in the category(s) selected.



When Upper-Level administrative users choose “Org/Dept Travelers”, the list will expand to include those Orgs and/or Departments that they have access to. Click on the [+] sign to expand or collapse the selected Org/Department. Again, the list will refresh with the appropriate travelers. Select the traveler(s) by checking the box by their name. Or simply check the box next to the Org or any department to select all travelers in that group.

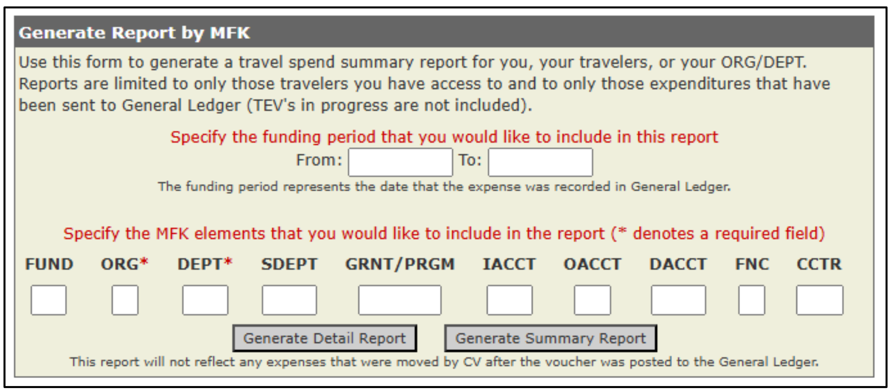


Select "*Generate Detail Report*" or "*Generate Summary Report*". Then use the scroll bar to scroll down to the bottom of the page where the report results are displayed. Screen prints of the actual report are provided later in this document.



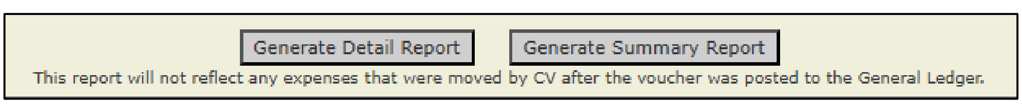
Generate Report by MFK

If ***Generate Report by MFK*** is selected, the following screen will display.



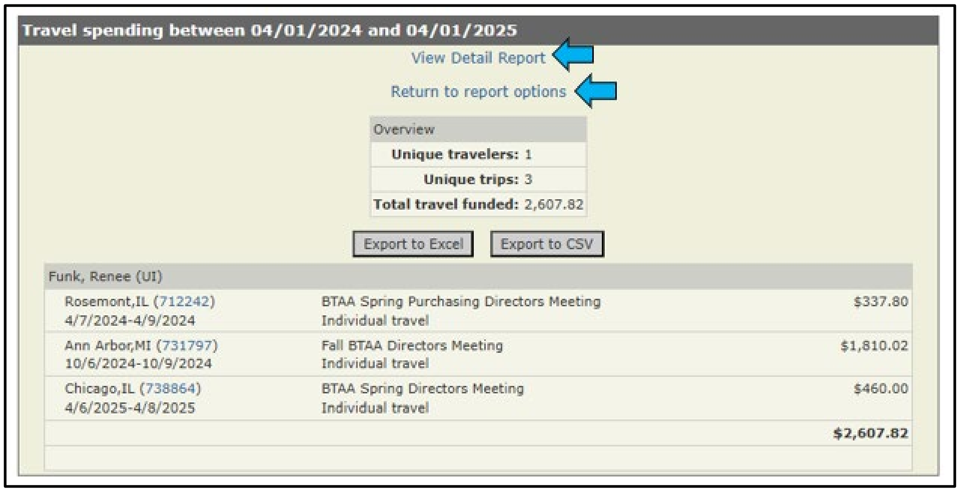
Enter the timeframe for the report. Again, time frame and results are based upon when the travel transaction/s posted to general ledger. The time span cannot be greater than 12 months.

Specify the MFK— the report can be based upon as few as the two required MFK elements (ORG/DEPT) or as many additional MFK elements as you wish to enter, up to the full MFK. Only travel related I-accounts may be entered. Results will be limited to those travelers to whom the user has access.



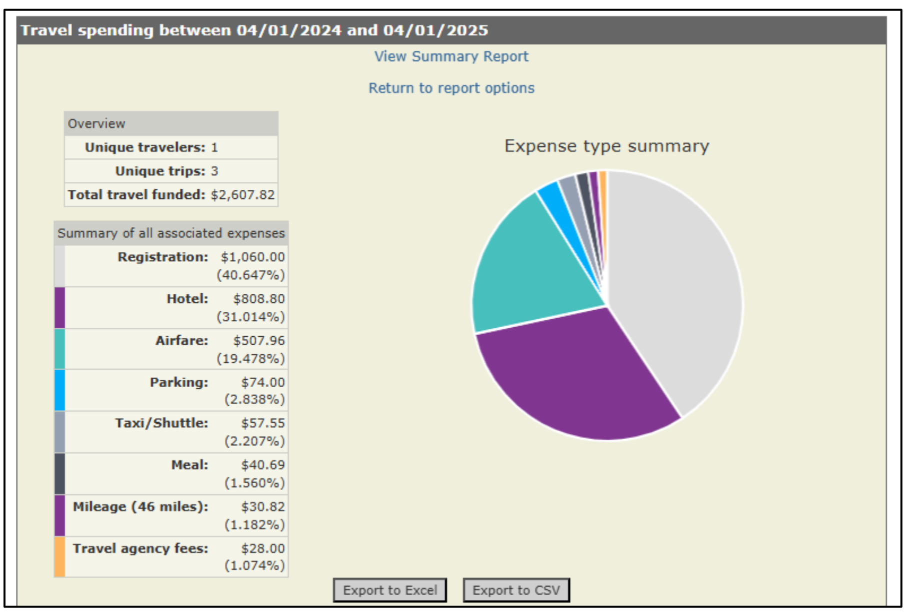
Generate Summary Report

The ***Summary Report*** displays summary results for the selected traveler(s), including destination and total amount for each trip. Again, the trip number is a link to drill down to the trip for more information and the vouchers associated with the trip. To go directly to the Detail report from the Summary report, click on the ***View Detail Report*** link at the top of the summary report. To review or change your report criteria click on the ***Return to report*** options.



Generate Detail Report

The ***Detail Report*** will display an overview of travelers, trips and associated expenses included in the report, and a pie chart of expenses. Below the summary and graph, details for each traveler included in the report will be displayed.



Traveler: Funk, Renee (UI)

Destination:	Rosemont,IL (712242)	Hotel:	$307.80
Dates:	4/7/2024-4/9/2024	Misc.-Parking:	$30.00
Desc:	BTAA Spring Purchasing Directors Meeting		
Purpose:	Conference/Professional Development	**Total trip expenses:**	**$337.80**
Type:	Individual travel		
Trip default MFK:	275-05-0310-00000-50506505-6026-000-00000-00-0000		
Destination:	Ann Arbor,MI (731797)	Hotel:	$501.00
Dates:	10/6/2024-10/9/2024	Meal:	$40.69
Desc:	Fall BTAA Directors Meeting	Misc.-Parking:	$44.00
Purpose:	Conference/Professional Development	Misc.-Registration:	$600.00
Type:	Individual travel	Transp.-Airfare:	$507.96
Trip default MFK:	275-05-0310-00000-50506505-6026-000-00000-00-0000	Transp.-Mileage (46 miles):	$30.82
		Transp.-Taxi/Shuttle:	$57.55
		Transp.-Travel agency fees:	$28.00
		Total trip expenses:	**$1,810.02**
Destination:	Chicago,IL (738864)	Misc.-Registration:	$460.00
Dates:	4/6/2025-4/8/2025		
Desc:	BTAA Spring Directors Meeting	**Total trip expenses:**	**$460.00**
Purpose:	Conference/Professional Development		
Type:	Individual travel		
Trip default MFK:	050-05-0310-00000-50649100-6026-000-00000-60-0000		

Total funded between 04/01/2024 and 04/01/2025: $2,607.82

The following factors may affect the results of this report:
1) Funding Limits:
2) The fact that Expenses for a single trip may be paid in different accounting periods.
3) The total of Expenses by Expense Type may not be equal to the Total of Funded Expenses, as individual Expense types are typically not tied to a specific MFK.

The trip number, displayed as a ***[blue]*** next to the destination for each trip, is a link that enables the user to drill down to more details about the specified trip, and to the vouchers associated with that trip.

Report results can also be exported to an Excel or a CSV file/format by clicking on the appropriate button. From there the results can be sorted, totaled, etc. to better facilitate review.

TEV's over 30 days Report

Users may generate a report for aging Travel Expense vouchers. The results of the report will display any travel expense voucher for your ORG or ORG/DEPT access that has at least one out of pocket expense listed for reimbursement that has not been processed for payment. It will also display any unpaid vouchers for travelers you have listed under the 'My Traveler's section in ProTrav.

The initial report will display any vouchers with a return date of 300-150 days ago, but the user has the option to run the report with a trip return date of up to 365 days from todays' date.

The user has the option to export the results to Excel.

Travel Expense Vouchers Over 30 Days

42 results between 30 and 150 days old.

Run report with new range | Export to Excel

« First « Prev 1/3 Next » Last » Results per page 20

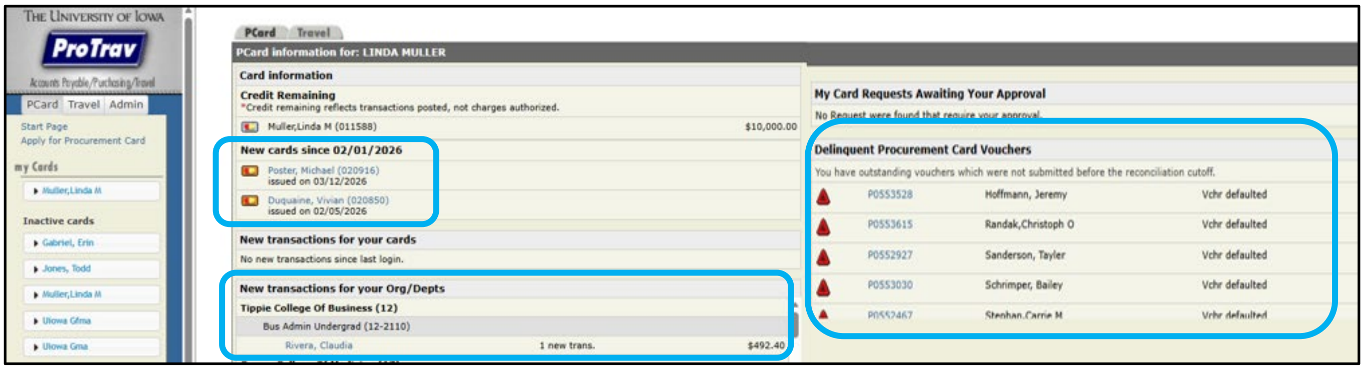
Days Old	TEV	Voucher Status	ORG/DEPT	Traveler	Amount	Destination	Depart	Return
136	T0806735	TEV routed in WF	12-2060-	Staak, John	$391.56	Minneapolis / St. Paul, MN USA	11/13/2025	11/15/2025
127	T0807540	TEV routed in WF	12-2050-	Johanns, Patrick	$1,555.19	Orlando, FL USA	11/21/2025	11/24/2025
127	T0799060	TEV in-progress	05-0301-	Karr, Karen	$2,048.00	DEADHORSE, AK USA	11/13/2025	11/25/2025
126	T0806430	TEV routed in WF	15-2840-	Meyer, Jessica	$55.00	Madison, WI USA	11/24/2025	11/25/2025
115	T0804405	TEV in-progress	15-2750-	Garvin, Kalindi	$468.37	Denver / Aurora, CO USA	11/28/2025	12/6/2025
102	T0803630	TEV approved in WF	15-2840-	Ghimire, Abhishek	$633.16	New Orleans, LA USA	12/14/2025	12/19/2025
102	T0799799	TEV approved in WF	15-2780-	Vergara Arrieta, Humberto	$612.88	New Orleans, LA USA	12/14/2025	12/19/2025
102	T0806183	TEV approved in WF	15-2840-	Li, Zhihua	$577.07	New Orleans, LA USA	12/8/2025	12/19/2025
101	T0807903	TEV routed in WF	15-2780-	Abdelkader, Mohamed	$2,725.25	New Orleans, LA USA	12/14/2025	12/20/2025
101	T0808160	TEV approved in WF	15-2750-	Quintero Duque, Felipe	$1,443.31	New Orleans, LA USA	12/14/2025	12/20/2025
100	T0798348	TEV approved in WF	15-2840-	Muste, Marian	$2,891.97	New Orleans, LA USA	12/12/2025	12/21/2025
92	T0808684	TEV routed in WF	15-2780-	Cwiertny, David	$7,626.18	HONOLULU, HI USA	12/14/2025	12/29/2025
89	T0799062	TEV in-progress	05-0301-	Li, Qianying	$130.93	LIHUE, HI USA	1/1/2026	1/2/2026
85	T0799051	TEV in-progress	05-0301-	Karr, Karen	$934.00	Santa Fe, NM USA	12/25/2025	1/6/2026
84	T0808776	TEV approved in WF	15-2840-	Cwiertny, David	$1,209.49	Lubbock, TX USA	1/4/2026	1/6/2026
78	T0807967	TEV routed in WF	15-2840-	Latta, Drew	$929.53	San Francisco, CA USA	1/8/2026	1/12/2026
76	T0802579	TEV approved in WF	09-0555-	Matthes, Peter	$480.60	Austin, TX USA	1/10/2026	1/14/2026
75	T0800257	TEV routed in WF	12-2110-	Powers, Dana	$347.68	London, GBR	1/1/2026	1/15/2026
75	T0809858	TEV routed in WF	15-2830-	Lamuta, Caterina	$9,530.87	Bologna, ITA	5/25/2025	1/15/2026
75	T0808271	TEV routed in WF	35-0112-	Hamilton, Dennis	$348.00	London, GBR	1/1/2026	1/15/2026

« First « Prev 1/3 Next » Last » Results per page 20

Procurement Card Upper-Level Access

Start Page

The start page of the administrative user provides an easy view of detailed information about cardholders.



The main window of the user's start page has 3 sections that are relevant to their org or org/departmental access.

1. **New cards since *MM/DD/YYYY*:**

View or download transactions as they are posted to the bank. You may also drill-down into transactional detail if it is available from the vendor.

This section will define any new cardholders that have been added within the last 60 days in your org or org/dept combo and the date the card was issued. Double click on the cardholder's name to view account information for that cardholder.

2. New transactions for the users ORG/DEPT's:

New transactions for your Org/Depts		
Tippie College Of Business (12)		
Bus Admin Undergrad (12-2110)		
, Claudia	1 new trans.	$492.40

This section will list any new transactions posted to the users' subset of cardholders since the last time you logged into the application. The grouping will be sorted by org/dept and then alphabetically by cardholders' last name. By double clicking on the cardholder's name, the user will be able to review all transactions within a defined billing cycle. Following is an example:

Transactions for ,MATTHIEU Y A (11/29/2025 - 12/29/2025)

View transactions for: December 2025 (11/29/2025-12/29/2025) [View Transactions]

Download transactions as: [Download Transactions]

Comma-deliminated Excel

View PCV summary

Transaction Summary	
Total Transactions:	12
Total Credits:	0.00
Total Debit:	3,169.48
Statement Total:	3,169.48

Tran Dt.	Post Dt.	Amt.	Vendor	MCC	City	State	Ref. Nbr.
12/01/2025 Trans. Detail	12/01/2025	840.60	OPENAI	5734	OPENAI.COM	CA	54293
12/05/2025 Trans. Detail	12/08/2025	35.02	TARGET 00033746	5310	IOWA CITY	IA	75266

Line 2: TARGET 00033746

Order date: 12/05/2025

Itm cd.	Desc.	Qty.	Unit meas.	Unit cost
050000301621	Nestle Coffee Mate Origina	1.00	EACH	$6.29
034500631563	Land O Lakes Mini Moos Hal	1.00	EACH	$4.19

3. Delinquent Vouchers:

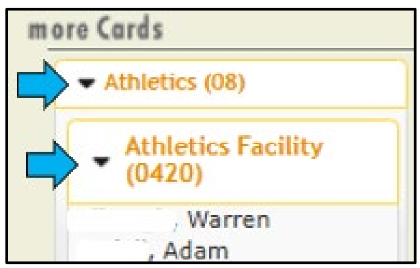
Delinquent Procurement Card Vouchers		
You have outstanding vouchers which were not submitted before the reconciliation cutoff.		
P0553528	Jeremy	Vchr defaulted
P0553615	,Christoph O	Vchr defaulted

This section shows the administrative user any cardholder within their org or org/dept combination that has either an *outstanding* or *delinquent* voucher.

- An outstanding voucher is defined as: not submitted to the Accounts Payable Department by the 18th of the month but not yet defaulted.
- A delinquent voucher is defined as: the transactions on the Procurement Card Voucher have been defaulted to the cardholder's default master file key (MFK) because the voucher has either not been received by the Accounts Payable Department or has errors which prevent it from being processed.

More Cards

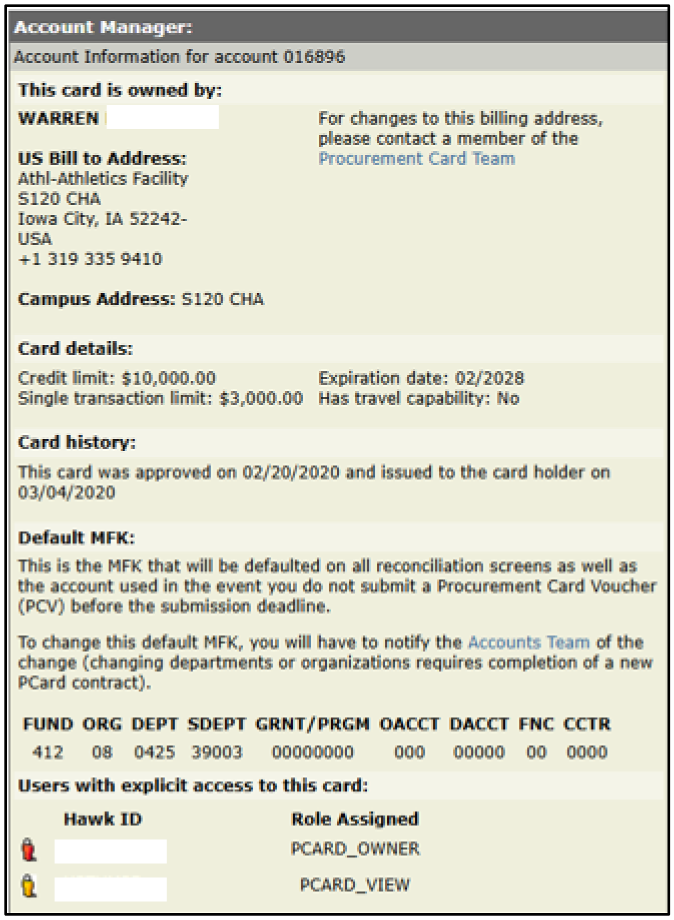
Within the navigation panel of the web application, you will see a section titled more Cards. This lists the Org or Org/Dept you have access to. When you click on the drop-down arrow the listing will expand to show all cardholders (listed alphabetically).



By selecting (double clicking) an individual's name, the user will have the ability to view any of the following for that cardholder:

1. **View Card Information:**

View information about an account such as credit limits, card capabilities, default MFK, who has access to the card as a reconciler or viewer, and billing information.



Account Manager:

Account Information for account 016896

This card is owned by:

WARREN

For changes to this billing address, please contact a member of the Procurement Card Team

US Bill to Address:
Athl-Athletics Facility
S120 CHA
Iowa City, IA 52242-
USA
+1 319 335 9410

Campus Address: S120 CHA

Card details:

Credit limit: $10,000.00
Single transaction limit: $3,000.00
Expiration date: 02/2028
Has travel capability: No

Card history:

This card was approved on 02/20/2020 and issued to the card holder on 03/04/2020

Default MFK:

This is the MFK that will be defaulted on all reconciliation screens as well as the account used in the event you do not submit a Procurement Card Voucher (PCV) before the submission deadline.

To change this default MFK, you will have to notify the Accounts Team of the change (changing departments or organizations requires completion of a new PCard contract).

FUND	ORG	DEPT	SDEPT	GRNT/PRGM	OACCT	DACCT	FNC	CCTR
412	08	0425	39003	00000000	000	00000	00	0000

Users with explicit access to this card:

Hawk ID	Role Assigned
	PCARD_OWNER
	PCARD_VIEW

2. **View Transactions:**

View or download transactions as they are posted to the bank. You may also drill-down into transactional detail if it is available from the vendor.

Transactions for Y A (11/29/2025 - 12/29/2025)

View transactions for: December 2025 (11/29/2025-12/29/2025) [View Transactions]

Download transactions as: [Download Transactions]

(•) Comma-deliminated ( ) Excel

View PCV summary

Transaction Summary	
Total Transactions:	12
Total Credits:	0.00
Total Debit:	3,169.48
Statement Total:	3,169.48

Tran Dt.	Post Dt.	Amt.	Vendor	MCC	City	State	Ref. Nbr.
12/01/2025 Trans. Detail	12/01/2025	840.60	OPENAI	5734	OPENAI.COM	CA	54293
12/05/2025 Trans. Detail	12/08/2025	35.02	TARGET 00033746	5310	IOWA CITY	IA	75266

Line 2: TARGET 00033746

Order date: 12/05/2025

Itm cd.	Desc.	Qty.	Unit meas.	Unit cost
050000301621	Nestle Coffee Mate Origina	1.00	EACH	$6.29
034500631563	Land O Lakes Mini Moos Hal	1.00	EACH	$4.19
085239993118	Fresh Sun Beams Mandarin O	1.00	EACH	$3.99

3. **View Vouchers:**

View details of a Procurement Card Voucher such as what stage a voucher is in, the final voucher reports, and scanned images of receipts associated with a voucher.

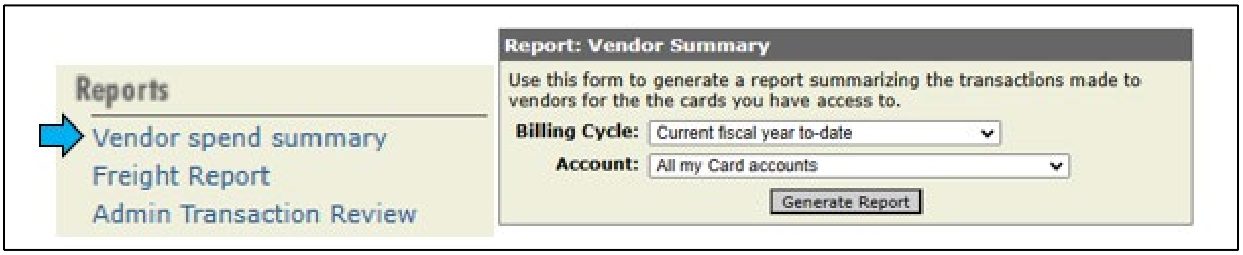
Voucher Manager:

Vouchers for Acct: Y A (015649) Display: Past 12 months [Refresh]

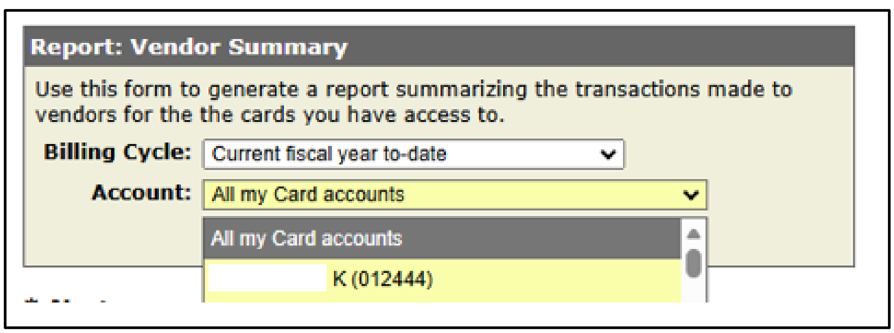
	Voucher	Billing Cycle	Status	Last Updt.
detail	TempPCV801693	April 2026	Initialized - Receiving transactions	03/28/2026
detail	P0555211	March 2026	Being Reconciled	03/28/2026
detail	P0553118	February 2026	Voucher loaded	03/09/2026

Generate Vendor Spend Report

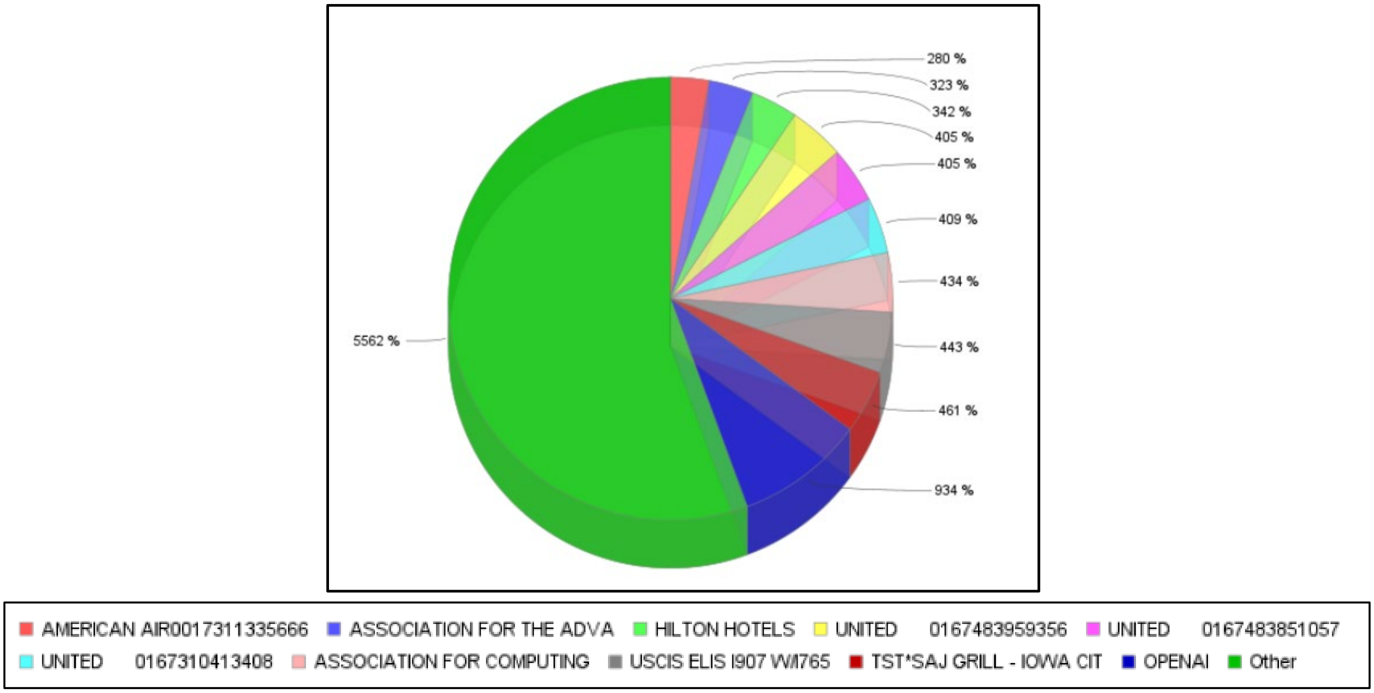
Reporting features have been added to allow for quick results. The report summarizes organizational and departmental spending. Under the reports section, there is a link for Report defined ***Vendor Spend Summary***.



A vendor summary report can be created for a specific billing cycle, time period. In addition, the report can include particular cards spend or all of the cards for your defined organizational/departmental unit.



The illustration below depicts the results of running the report for all cards in my org/dept.



Vendor Summary Report

Transactions for Account# 015649 between 07/01/2025 and 03/31/2026

Report Summary

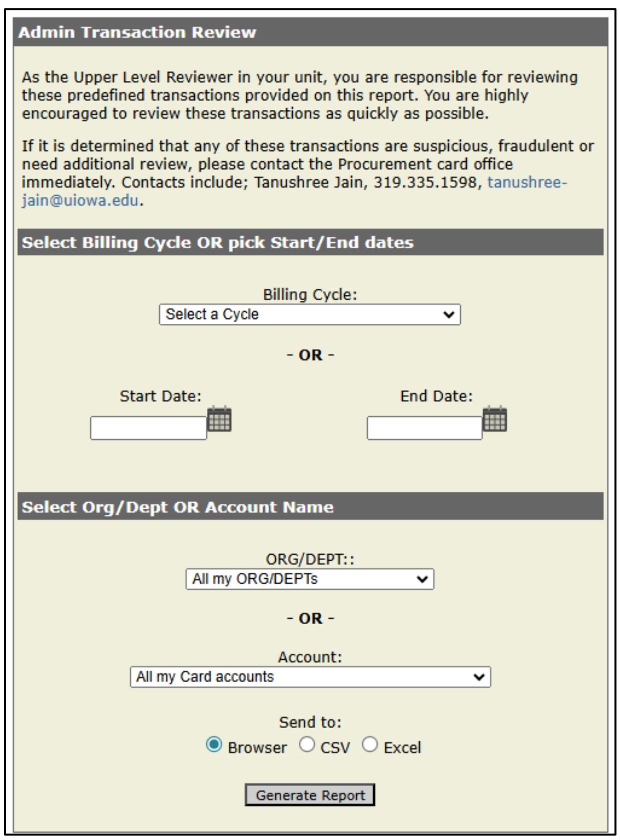
Total transactions:	186
Transaction sum:	48,679.42
Unique merchants:	91

Rank	Vendor	Trans. Sum	% of sum	Trans. Count
1	OPENAI	4,548.69	9.34%	10
2	TST*SAJ GRILL - IOWA CIT	2,242.50	4.61%	2
3	USCIS ELIS I907 W/I765	2,155.00	4.43%	1
4	ASSOCIATION FOR COMPUTING	2,115.00	4.34%	6
5	UNITED 0167310413408	1,989.16	4.09%	1

Admin Transaction Review

Those with the ProTrav upper-level administrative review role will receive an automated e-mail identifying transactions in their area based upon merchant type and goods/services that may require immediate or additional review. As this review should occur prior to the voucher being reconciled, it's expected to be informal and primarily involve a basic questioning of purchases based upon the reviewers' understanding of departmental needs. The transaction review should include an evaluation of the vendor and transaction amount to aid in the early detection of fraud or misuse and provide beneficial departmental financial oversight. To access this data directly, an ***Administrative Transaction Review*** is also available in ProTrav for download to Excel or CSV (comma separated format). This report may be run by cardholder, "my cards" or at an organizational unit or department level. Once downloaded the data can be sorted and filtered to facilitate department review.

Users may search by a certain billing cycle or date span. They may also run the report for all cardholders in their ORG/DEPT or for an individual cardholder. The results may be exported to excel or CSV for further sorting and filtering of the data. The online browser report results also contain an active link to the voucher for quick access if needed.

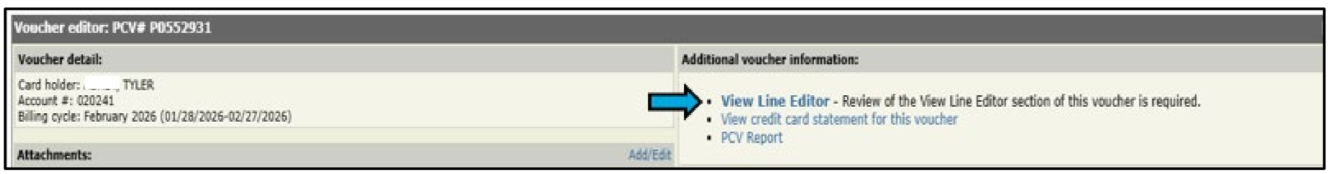


Brower Report

From the ***Admin Transaction Review – Results*** page, locate the transaction and click the highlighted *"PCV Voucher number" (e.g., P0552931)* to open its details. In the voucher screen, go to the ***Additional voucher information*** section and select *"View Line Editor"*. Review the transaction lines and details shown at the bottom section. Make any necessary edits or verifications before completing your review.

Admin Transaction Review - Results

Org	Dept	Cardholder Name	PCV Voucher #	Posted Date	Merchant Name	Transaction Amount	MCC Definition
05	0301	Tyler	P0552931	02/06/2026	ETSY.COM*TENMINDSTUDIO	$522.36	MISC APPAREL/ACCESS SHOPS
05	0301	Tyler	P0552931	02/06/2026	ETSY.COM*BABYBUSYTOYS	$148.22	MISC APPAREL/ACCESS SHOPS
05	0301	Tyler	P0552931	02/11/2026	ETSY.COM*BABYBUSYTOYS	($148.22)	MISC APPAREL/ACCESS SHOPS
05	0301	Tyler	P0552931	02/16/2026	SYNAPTIC SYSTEMS GESELLSC	$520.00	PROFESSIONAL SERVICES



Voucher editor: PCV# P0552931

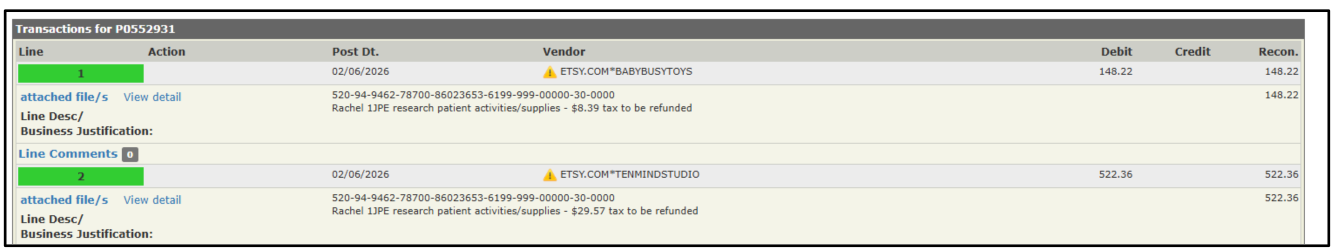
Voucher detail:

Card holder: , TYLER
Account #: 020241
Billing cycle: February 2026 (01/28/2026-02/27/2026)

Attachments: Add/Edit

Additional voucher information:

- View Line Editor - Review of the View Line Editor section of this voucher is required.
- View credit card statement for this voucher
- PCV Report



Transactions for P0552931

Line	Action	Post Dt.	Vendor	Debit	Credit	Recon.
1		02/06/2026	ETSY.COM*BABYBUSYTOYS	148.22		148.22
attached file/s View detail Line Desc/ Business Justification:		520-94-9462-78700-86023653-6199-999-00000-30-0000 Rachel 1JPE research patient activities/supplies - $8.39 tax to be refunded				148.22
Line Comments 0						
2		02/06/2026	ETSY.COM*TENMINDSTUDIO	522.36		522.36
attached file/s View detail Line Desc/ Business Justification:		520-94-9462-78700-86023653-6199-999-00000-30-0000 Rachel 1JPE research patient activities/supplies - $29.57 tax to be refunded				522.36