

SLIPPERY ROCK UNIVERSITY

Travel Card

Policy and Procedures

Subject: Travel Card Policy and Procedures

Authorized By: ACCOUNTS PAYABLE OFFICE

Date: December 17, 2007

The travel card is a charge card issued to an individual for *all* official business travel on behalf of Slippery Rock University. **The card replaces cash advances, hotel orders, direct billings and prepayments related to travel, regardless of whether one selects the travel card option.** The card should not be used to purchase goods or services or for personal purposes (except as noted in Sections C6, C7, and C8).

A. Obtaining a Travel Card

1. A travel card may be issued to all University employees with the exception of students.
2. Cardholders may use the travel card for all allowable travel expenses.
3. To obtain a travel card an employee must:
 - a. Complete and return the SRU Travel Card Application to Accounts Payable.
 - b. Read the travel policy, agree to accept responsibility for charges against the card, and sign the Travel Card Acceptance Form.

B. Employee Liability

1. The travel card is issued in the employee's name.
 2. The employee is wholly responsible for all charges (including finance charges) against his/her travel card.
 3. The Accounts Payable Office in conjunction with the travel card company establishes credit limits.
 4. At the end of each month, the employee receives a statement from the travel card company listing charges against his/her account.
 5. The employee is responsible for:
 - a) Reviewing all charges against his/her account.
 - b) Notifying the travel card company of any disputed charges within 30 days of statement date.
 - c) Paying the total balance due, less any disputed charges, by the due date (see Section G).
 - d) Safeguarding his/her travel card.
 6. If an employee's account becomes delinquent, the employee is subject to loss of travel card privileges. (See Section F)
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7. Use of a travel card by anyone other than the person to whom the card is issued is prohibited.

C. Use of Travel Card

1. The travel card may be used to pay for the following expenses incurred while in business travel status:
 - a) Transportation (includes taxi, airline, bus, train, subway etc.)
 - (i) The card may be used to pay for a rental vehicle including Enterprise Rental when it is documented as the most economical means of travel.
 - (ii) Airfare charges (with or without a travel agent) may be prepaid using the travel card.
 - a. In case of cancellation:
 - i. Refundable airline tickets are the responsibility of the cardholder to reimburse the University for the cancellation.
 - ii. Non-refundable airline tickets are the responsibility of the department.
 - b) Lodging, conference/registration fees.
 2. The travel card may be used to purchase gasoline for an employee's personal or rental vehicle while traveling for business. However, the maximum an employee will be reimbursed is the per mile rate as set forth in the current Travel Policy (see Section L).
 3. The travel card is not to be used to purchase gasoline for university fleet vehicles. All Fleet vehicles are provided with a Voyager credit card which should be used to purchase gasoline whenever a fleet vehicle is used.
 4. While in business travel, meals may be charged to the travel card and will be reimbursed at the per diem rate in accordance with the current Travel Policy (see Section L).
 5. Books, tapes, and videos available for purchase at seminars/conferences may be charged to the travel card and will be reimbursed if approved by the employee's supervisor. **These are the only goods that should be charged to the travel card.**
 6. Incidental business expenses, incurred while in travel status, such as copies, faxes, and postage may be charged to the travel card and will be reimbursed if approved by the employee's supervisor.
 7. The travel card may be used for purposes such as:
 - a) *Hotel* —Costs incurred while staying at a hotel such as movie charges, personal phone calls, and safe fees may be charged to the travel card but will **not** be reimbursed. Charges for laundry and dry cleaning may be charged to the travel card but are reimbursed only in accordance with the current Travel Policy (see Section L).
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- b) *Conference related costs*—Personal costs related to the conference such as spouse/guest registration fee and entertainment/evening events specifically associated with the conference may be charged to the travel card but will **not** be reimbursed.
- 8. The travel card may **not** be used for movies or other entertainment not included in the hotel bill or conference charge.
- 9. The travel card may **not** be used to purchase gifts, souvenirs, or any other personal item not previously mentioned.
- 10. The travel card may be used to pay for professional development courses. This payment method does not change the current practice of obtaining necessary approvals for reimbursement of these courses.
- 11. The card may be used to pay for meals associated with a Slippery Rock University search. If an employee must entertain an applicant at a meal, the employee may charge the cost of the applicant's meal to his/her credit card. Any charges for alcoholic beverages associated with the meal will not be reimbursed.

D. Sales Tax

- 1. Each travel card will be marked *tax-exempt*. For Slippery Rock University, tax-exempt means that the university does not pay:
 - a) Pennsylvania sales tax
 - b) Local Hotel Occupancy tax
- 2. The employee should remind vendors & hotels of the university's tax-exempt status.

E. Reimbursement Requests

- 1. All costs will be reimbursed in accordance with the appropriate Travel Policy (see Section L).
 - 2. The employee must:
 - a) Request reimbursement using a travel expense report.
 - b) Attach all receipts (registration, tolls, signed rental car agreement and hotel itemized receipts) as required.
 - c) Expenses without a receipt, (excluding hotel, airfare and food), can be reimbursed up to \$35.00 without a receipt. This must be stated on the expense report for auditing purposes.
 - 3. The employee does not need to attach a copy of his/her monthly travel card statement to the travel expense voucher. The Accounts Payable Office will receive a report of each employee's travel card activity directly from the travel card company.
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F. Travel Card Violations & Delinquent Accounts

1. Each cardholder must pay his/her total balance; less any disputed charges by the due date (see Section G).
2. An account that has not been paid in full by the due date is considered delinquent.
3. If an employee's travel card becomes delinquent, the employee will be given a written notice from the Accounts Payable Supervisor.
4. If the employee's card remains delinquent:
 - a) The employee must surrender the travel card.
 - b) The travel card will be cancelled.
 - c) Disciplinary action may be taken, if appropriate
5. An employee who loses his/her travel card privileges must request travel expense reimbursements by processing a Travel Expense Voucher; **hotel orders, prepayments, direct billings and cash advances will not be granted.**

G. Disputed Charges

1. If an employee believes that a charge on a travel card monthly statement is incorrect, the employee must notify the travel card company as soon as possible by calling 888-449-2273.
2. The employee also must notify the Accounts Payable Supervisor of any disputed charges.
3. The employee will not be required to pay the disputed charge if:
 - a) The employee notifies the travel card company of the disputed charge before the payment due date, and
 - b) The travel card company agrees that the disputed charge is incorrect or the disputed charge remains unresolved by the due date.

H. Lost/Stolen Travel Card

1. An employee must notify the travel card company immediately of a lost or stolen travel card. The travel card company will cancel the travel card and issue a new card.
2. An employee also must notify the Accounts Payable Supervisor immediately, or by the next business day when appropriate, of the travel card cancellation.
3. Any fraudulent charges against the lost or stolen travel card will be handled in accordance with the travel card company's policies.

I. Cardholder Separation, Termination, or Leave of Absence

1. Prior to separation of employment, the cardholder must surrender the card to the Accounts Payable Office.
 2. The Accounts Payable Office will cancel the travel card.
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3. Employees on extended leave of Absence or Sabbaticals may be subject to temporary suspension of card privileges until returning to full time status.

J. Exceptions

The Vice President for Finance & Administration or his/her designee must approve exceptions to this policy.

K. Contacts

To report a lost/stolen card, disputed charges, or for any additional information, please contact the following:

The Accounts Payable Office (normal business hours)

Kristine Hoffman.....724-738-2246

Linda Moore.....724-738-2234

Account Inquiries/Problem Resolution/Billing

Disputes Customer Service Group 888-449-2273

(24 hours-a-day, 7 days a week)

Reporting Lost/Stolen Cards

VISA Emergency Services 888-449-2273

L. Travel Policies

Travel policies are outlined in the Board of Governors Policy 1986-07.

Summary of Travel Card Use

Cost	Can the employee charge the cost to the Travel Card?	Is the cost reimbursable?
Transportation costs such as airline, train, tolls, and parking, rental cars	Yes	Yes
Conference/Registration Fee	Yes	Yes
Lodging	Yes	Yes, in accordance with Travel Policy
Meals	Yes	Yes, in accordance with Travel Policy
Gasoline-State Vehicle	No	No, use Voyager in vehicle
Gasoline-Executive Vehicle	No	No, use Voyager in vehicle
Gasoline—Personal vehicles	Yes	Employees will be reimbursed a maximum of the per mileage rate, in accordance with the Travel Policy
Conference materials such as books, tapes, and videos	Yes	Yes, if approved by supervisor
Incidental business expenses, incurred while in travel status, such as copies, faxes, business phone calls, and postage	Yes	Yes, if approved by supervisor
Business meeting expenses such as equipment rental and meeting room charges	No	No
Personal hotel costs such as movie charges, personal phone calls, and safe fees	Yes	No
Conference related costs such as spouse/guest registration fee, meals, and entertainment/evening events specifically associated with the conference	Yes	No
Laundry and dry cleaning	Yes	Yes, in accordance with the Travel Policy
Movies or other entertainment not part of the hotel bill or conference charge	No	No
Meals associated with a Slippery Rock University candidate search & or guest speaker	Yes	Yes, in accordance with the policy
Gifts and souvenirs	No	No
Professional development course	Yes	Yes