



**UtahStateUniversity**

# Travel Card Online Training

Prepared by Controller's Office

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## Introduction

The Travel Card is a restricted-use type of purchasing card. The expenses must be approved using a [Travel Authorization](#).

The Travel Card should not travel with the employee. The Travel Card is meant to be kept in the office and pay for certain authorized travel-related expenses in advance. If employees need an individual card to travel with them and pay for University travel expenses, they may apply for a [Diners/MasterCard Corporate Travel Card](#). Otherwise, employees may use personal funds or a personal credit card and claim reimbursement on their *Travel Authorization*.

All Travel Card applicants and users must complete this course and be familiar with [Travel Card Procedures](#) located on the Controller's Office website.

When using the Travel Card, all [Travel Policy](#) and [Procedures](#) should be followed.

## Course Completion Requirements

To receive a Travel Card:

- Complete the [Travel Card Application Form](#) – sign as cardholder and obtain other required approval signatures.
- Send the approved *Travel Card Application Form* to the applicable program administrator:
  - USU – Karlene Combs
  - USU Eastern – Lisa Sherman

After completing the online training for your Travel Card, you must:

- Read, complete, and sign the [Travel Card Cardholder Training and Agreement Form](#).
- Return the form to the applicable program administrator as soon as possible.
- The Program Administrator will contact you once the Travel Card is available for pickup.
- ❖ **The [P-card Online Training](#) must be completed for all applicants before receiving the Travel Card.**

## What's different about a Travel Card VS a P-card?

- The Travel Card may be used to pay for the following in advance of the travel:
  - Airfare (this includes Expedia, Travelocity, etc.)
  - Travel Agencies
  - Hotels
    - A contract is needed when renting the hotel for a conference. Contact Purchasing Services to process this type of payment.
  - Shuttle Services
  - Bus Service
    - The University has a contract with Le Bus. When a contract with another company is needed contact Purchasing Services.
- P-card Procedures must be followed when using the Travel Card.

## Prohibited Charges

- Personal Charges
- On Campus Charges, excluding the University Inn. Use your OCC number with the University Inn. If your card does not have this number imprinted on it contact the Program Administrator.
- Rental Cars
- Food and entertainment
- Workshop Registrations

## Hotel Charges must be University travel-related business.

- This charge is referred to as a “third-party charge”.
- The hotel will require an authorization form to be on hand.
  - Fax the form to the hotel giving authority for the travel card to pay for the room charges in advance.
  - DO NOT fax a copy of the Travel Card or Driver’s License to the hotel.
    - If the hotel won’t accept the card without this information, then the traveler needs to pay for the room with a personal credit card or obtain a Diner’s Card from the Travel Office.
- Advise the traveler to present a personal credit card for any incidentals when checking into the hotel.

**When hosting a conference do not use the Travel Card to pay for the hotel unless it includes prepayment of rooms for employees.**

- If a contract is needed contact the Director of Purchasing Services.
- Submit Requisition.
- Rooms needed for employees may be charged on the travel card. All other rooms for attendees to the conference need to be submitted on an Requisition.

## Bus Services

- The University has established a contract with the following:
  - [Le Bus](#)
  - [Aggie Shuttle Charter Bus Service](#)
- Contact Purchasing Services to reference the contract number for Le Bus on the Travel Authorization.
- If another bus service is needed contact the Director of Purchasing Services to establish the contract. This contract needs to be referenced on the Travel Authorization.

## How many Travel Cards may the department have?

### Departments may either:

- Have one Travel Card allocated to one index for all University travel-related business and then reallocate travel expenses to other indexes.
- Have one Travel Card per index for travel-related business.

## Transaction and Monthly Limits

- Departments are allowed to set monthly total and single transaction limits based on the volume of travel.
- The limits are considerably higher than the P-card. For example, departments with a high volume of travel might have the following limits:
  - \$25,000 monthly limit
  - \$5,000 single transaction limit

## Travel Authorization

- All Travel Card expense must be on a Travel Authorization.
- Travel Authorizations must be completed and approved through the T&E system.  
<https://travel.banner.usu.edu/tvlexp/tvlexp-flex/index.jsp>
- A copy of the Travel Authorization must accompany the copy of the itemized receipt attached to the statement.
- Each line item on the Travel Card US Bank Statement should have the TA# written beside it. This helps with reconciliations and reviews.

## Reallocation

Each week there is a four day period that transaction can be reallocated from the default index and account code.

- Travel Cards need to be reallocated to the correct index and travel account code during the reallocation period; otherwise, a journal entry will need to be completed.
  - In-State Travel: 750300
  - Out-of-State Travel: 751300

Thank you for completing the Travel Card Training Course.

Remember:

After completing your Travel Card online training, you must:

- Read, complete, and sign the [\*Travel Card Cardholder and Delegated User Training and Agreement Form\*](#).
- Complete the [\*Travel Card Application Form\*](#) – sign as cardholder and obtain other required approval signatures. If the application form has already been sent to the Controller’s Office, there is no need to complete another one.
- Send the completed *Training and Agreement Form* and/or the *Travel Card Application Form* to the applicable program administrator:
  - USU – Karlene Combs
  - USU Eastern – Lisa Sherman
- The Program Administrator will contact you once the Travel Card is available for pickup.
- ❖ **The [\*P-card Online Training\*](#) must be completed for all applicants before receiving the Travel Card.**