



US Bank

Corporate (Travel) Card

Office of Procurement Services

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PURPOSE OF THE TRAVEL CARD

- ▶ Tool to replace the traditional purchasing method of purchasing airline tickets, booking hotel rooms, paying for vehicle rental services, & more
- ▶ To be more flexible and efficient- streamline the process
- ▶ Reduces paperwork and online processing can provide a direct benefit to the University

INDIVIDUAL TRAVEL ACCOUNTS

- ▶ Approved for travel related expenses for an individual that signs a cardholder agreement
- ▶ Card is kept by the cardholder in a secure location when not in travel status
- ▶ Used ONLY for travel related expenses for official University business
- ▶ Do NOT carry the card on you at all times. Do not keep with personal credit cards

DEPARTMENT TRAVEL ACCOUNTS

- ▶ Approved for travel related expenses made by one or more individuals who have signed a cardholder agreement
- ▶ Card is kept locked in a central location where the secretary or person handling the reconciliation of the statement can check the card in and out as needed
- ▶ Charges incurred by the cardholder who has signed out the card are the only expenses allowed on this card.

SIGN-OUT SHEET

- ▶ A Sign-In/Sign-Out form should be used when you have a department card in your office that is checked out periodically by more than one user
- ▶ When the user returns the card, they should provide all receipts and let you know the funding source.

OBTAINING A TRAVEL CARD

- ▶ Contact the Office of Procurement Services to request a travel card via email to mdjones@deltastate.edu
- ▶ An application and user agreement will be emailed to you for completion. Once it has been returned to our office, it will be submitted to Office of Purchasing, Travel & Fleet Management at State Office for review.
- ▶ If application is approved, a travel card will be sent in a couple of weeks
- ▶ Once the card is received, an email will be sent to the cardholder stating the card is ready for pick-up.
- ▶ Cardholder must come to KWH 221 to sign new card out

CARD VIOLATIONS

- ▶ Cardholder are required to strictly adhere to the policies and procedures governing use of the Travel Card Program which can be modified from time to time as necessary
- ▶ Failure to do so may result in disciplinary action up to and including termination of employment. Such failure could potentially result in prosecution to the fullest extent of the law, including financial restitution and criminal prosecution.
- ▶ Violations are handled by the Program Coordinator who is authorized to suspend the card as necessary as well as reduce the spending credit limit at any given time.
- ▶ Any alleged violation or questionable transaction could result in immediate temporary suspension of card privileges pending a review to determine what, if any, action is appropriate

FAILURE TO COMPLY WITH LAWS, POLICIES, & PROCEDURES

- ▶ Cardholders or supervisors/approving officials who knowingly, or through willful neglect, fail to comply with applicable requirements of the State Travel Manual and/or internal policies and procedures governing the Travel Card Program may be subject to suspension or termination of card privileges or other disciplinary action; and criminal prosecution to the fullest extent of the law.

CANCELLATION OF TRAVEL ARRANGEMENTS

- ▶ The Cardholder is responsible for canceling airline/rail tickets and other travel arrangements. These arrangements should be made directly with the travel agency or the vendor.
- ▶ Whoever made the arrangements would be the one who needs to cancel them.
- ▶ A refund should be requested and used toward any upcoming trips.

UNAUTHORIZED PURCHASES

The following types of expenses are NOT allowable:

- ▶ Travel expenses for non-entity employees on the individual or dept card
- ▶ Business related airfare combined with personal airfare
- ▶ Fuel for any other type of vehicle than rental- Do NOT put fuel in your personal vehicles or fleet vehicles
- ▶ Fuel purchases are only considered “Authorized” when the fuel is purchased for a rental vehicle. Dates of fuel purchase should match the time period in which a vehicle was rented for payment of this expense. The cost of the rental vehicles for personal business such as dining, sightseeing, or other personal use while on official state travel will not be reimbursed.
- ▶ Cash Advances
- ▶ First Class & Business Class Travel expenses for traveling companions or spouses
- ▶ Food & Beverages
- ▶ Personal Items



UNAUTHORIZED PURCHASES CONT'D



- ▶ Laundry
- ▶ Personal Calls
- ▶ Any purchase for which the entity does not receive direct benefit
- ▶ Unauthorized Hotel Incidentals
- ▶ Movies
- ▶ Meals
- ▶ Alcohol
- ▶ Room Service
- ▶ Any non-lodging expenses

AUTHORIZED PURCHASES

The following types of expenses ARE ALLOWED:

- ▶ Airfare
- ▶ Baggage Fees
- ▶ Registration Fees
- ▶ Lodging (room only, no incidental expenses allowed)
- ▶ Rental Vehicles
- ▶ Taxi's
- ▶ Shuttles
- ▶ Fuel for rental vehicle ONLY
- ▶ Tolls
- ▶ Parking
- ▶ Business Related Internet Service



TAXES

- ▶ NO SALES TAX on US Bank Travel Card
- ▶ Invoices and/or receipts should be reviewed to ensure that the vendor DID NOT charge sales tax.

RECONCILING THE TRAVEL CARD STATEMENT

- ▶ Each month you can access statements via mobile app or website. You should be signed up for both. Do not wait on the paper statement.
- ▶ Create and maintain an organized filing system for ease of reconciling.
- ▶ Please be sure to type out your requisition and place transactions in order on the requisition as listed on the statement. The receipts should follow the same order. Include the appropriate forms directly behind the receipt it is associated with.
- ▶ Note the encumbrance number (E #) and include the approved Travel Authorization Form associated with the expense on each line.

RECEIPTS

- ▶ Make a copy of all receipts before submitting to the Office of Procurement Services. It is recommended to make a copy of your completed, reconciled statement before submitting the original to our office.
- ▶ Tape receipts to a normal letter size sheet of paper. Do NOT tape over any writing/typing on the receipt- tape fades out the ink and makes the information illegible.
- ▶ Receipts/Invoices must be detailed
- ▶ If a receipt cannot be obtained or has been lost or stolen, please complete the Missing Document Affidavit Form.

LOST OR STOLEN CARDS

- ▶ Each cardholder is **REQUIRED** to report lost or stolen cards as soon as the loss or theft is discovered
- ▶ Contact US Bank immediately if it is after business hours
 - ▶ 800-344-5696. You should also contact the Office of Procurement Services at DSU to make them aware.

DECLINED TRANSACTIONS

- ▶ In the event that your transaction is declined, please contact the Office of Procurement Services for help or an explanation of denial. If we are unable to assist you, an email request will have to be sent to State Office from our office.
- ▶ Be prepared to provide the vendor name, amount trying to charge, and the last 4-6 digits of the card being denied.

Reasons for Declined Transactions

- ▶ Monthly spending limit exceeded
- ▶ Incorrect expiration date
- ▶ Incorrect card number
- ▶ Restricted Vendor
- ▶ Single transaction limit exceeded
- ▶ Blocked MCC code

LIABILITY

- ▶ The State of MS will not accept any liability or financial responsibility for state employees' charges that have been incorrectly authorized, exceeds any of the limits specified to US Bank by DSU, nor will the State accept any liability or financial responsibility for violations of any of the Merchant Category Codes (MCC Code) restrictions specified to US Bank by DSU.
- ▶ The person who signs the application on behalf of yourself or your department states that he/she is duly authorized to bind DSU for repayment as required and to comply with provisions and terms governing accounts as set forth and as described on the application.