

TRAVEL CARD PROCEDURES

Employees may apply for a corporate travel card offered by the College if they are unable to use personal funds for College travel expenses and then be reimbursed by the College.

The procedures in this manual must be followed by employees authorized to use a SLCC Travel Card (T-Card) issued by U.S. Bank (a Visa card). The T-Card should not be confused with the SLCC Purchasing Card which may also be issued to SLCC employees specifically for business purchases. Separate procedures apply to the use of the P-Card.

T-Card Overview

The purpose of the SLCC T-Card program is to provide employees an easy to use and efficient method for paying travel expenses. Prior to traveling, the T-Card holder should also be familiar with the College Travel and Reimbursement Policy and Procedures.

Issuance of a T-Card to a SLCC employee can only be initiated at the request of an employee's Budget Center Manager (BCM). The T-Cardholder is the only person authorized to use the T-Card issued in the T-Cardholder's name. T-Card usage is audited, and any T-Card may be revoked and deactivated at any time for cause, or at the request of the BCM or administration.

This manual provides the guidelines and procedures under which T-Cardholders are to use the T-Card. Please read this Manual carefully. The T-Cardholder's signature on the ***Cardholder Agreement to Accept the SLCC Travel Card*** certifies the T-Cardholder understands the intent of the T-Card program and agrees to adhere to the procedures set forth in this manual.

Keep in mind each time a T-Cardholder uses the T-Card, College funds are being expended. T-Cardholders have the responsibility to ensure proper and compliant use of the T-Card. Thus, proper record keeping is an essential element of the T-Card program.

How to Apply for a T-Card

When a SLCC BCM determines it is within the scope of a full-time employee's job duties to travel on behalf of the College, the BCM will direct the employee to apply for a T-Card using a *SLCC Travel Card Application*. The applicant's BCM must approve the application for a T-Card by signing the application.

Part-time employees are generally not eligible to become T-Cardholders. However, BCMs may request an exception for a part-time employee by obtaining their Provost/VP approval/signature on the application.

Applicants must carefully read, understand and sign the *Cardholder Agreement to Accept the SLCC Travel Card* and submit it with the *SLCC Travel Card Application* to the T-Card Administrator in the Controller's Office.

All applications must be processed through the T-Card administrators. When T-Cards are received, the T-Card administrators will issue the card at a scheduled training session. The employee must sign the back of the card and follow the instructions for activation.

To activate the T-Card, you will input the following:

Zip Code.....84130

Input.....0000 for last 4 digits of Social Security Card

Business Phone.....801-957-xxxx (your extension #)

T-Cardholders must keep the T-Card issued in their name in a secure place. Compliance with PCI requirements should be followed at all times, meaning prudent care is taken to safeguard the card number and 3-digit security code from theft

Although the T-Card is issued in the name of the employee, it is the property of SLCC and is only to be used for College purchases as defined in this manual. It is a College liability card and T-Cardholders' personal credit rating is not impacted in any way with the use of this card.

T-Card Program Use

- The T-Card is NOT intended to avoid or bypass current College travel payment procedures. Rather, the T-Card complements existing procurement processes..
- The T-Card must only be used for College travel expenses.
- The T-Card is NOT to be used for personal purchases, or to purchase alcohol; no exceptions.
- The T-Card can be used for airlines, shuttles, taxis, hotels, car rentals, baggage fees, gas, and restaurants.
- All original itemized receipts must be kept for every T-card purchase transaction. The receipts must be submitted with the activity logs and travel settlements for approval.
- T-Cardholders are responsible for the security of the T-Card issued in their name and the transactions made with the T-Card. The T-Card is issued in the employee's name and it will be assumed that any purchases made with the T-Card have been made by that employee, unless the transaction is deemed to be fraudulent and it has been properly appealed/contested with the issuing bank.

- Non-compliant use of the T-Card with the procedures set forth in this manual may result in severe consequences, including termination of employment.

Travel Using Federal Grant Funds

Travel costs are allowable under Federal awards to the extent that they are specifically related to the Federal award. Costs incurred by College employees for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the College in accordance with the College Travel and Reimbursement Policy and Procedures. If travel costs are charged directly to a Federal award, supporting documentation must justify that:

- 1) Participation of the individual is necessary to the Federal award; and
- 2) The costs are reasonable and consistent with the College's established travel policy.

Allowability of travel costs/purchases is determined by Cost Principles (§2 CFR 200.474, Travel Costs) under the Uniform Guidance as promulgated by The Federal Office of Management and Budget. For questions regarding allowability of travel costs using grant funds contact the Grant Accountants Office X4676.

Examples of when the T-Card may be used:

- Hotel/Motel room charges including taxes
- Rental Cars, including gasoline.
- Taxis and shuttles
- Meals
- Airline tickets and baggage fees

Examples of when the T-Card may NOT be used:

- Any non-travel related purchase
- Alcoholic Beverages
- Personal expenditures

Contact Kylie Brady at ext. 4254 or Peter Jenson at ext. 4656 for consideration of special needs.

When Making Online & Phone Reservations

When T-Cardholders place reservations using the T-Card the **billing address** must be listed as follows:

Attn: {Cardholder's Name}
4600 South Redwood Rd
PO Box 30808
Salt Lake City, UT 84130-0808

All T-Cards are loaded with \$1 limit. The T-Card limit can be increased when travel expenses need to be charged on the T-Card with a request from the Budget Center Manager via email to Kylie Brady or Peter Jenson. This request must include the dates of T-Card card use, the Travel Number (T#) and the dollar amount that was encumbered for the trip. There is a per transaction limit of \$1500.

If a T-Cardholder experiences a declined attempted purchase and believes the decline should not have occurred, call the 800 number on the back of the T-Card. U.S. Bank Customer Service will determine if the T-Card was declined because of merchant blocking, exceeding the \$1,500 single-purchase limit, or exceeding the T-Cardholder's monthly credit limit.

Sales Tax Exempt

SLCC purchases are generally exempt from Utah sales tax. T-Cards are embossed with the Utah sales tax exempt number directly below the T-Cardholder's name. T-Cardholders should inform the merchant prior to the purchase transaction that the purchase is not subject to Utah sales tax, and that the Utah sales tax exempt number is listed on the T-Card. This clearly establishes the tax-exempt status of the College. However, hotels in Utah have an exception and they are required to charge Utah sales tax.

The T-Cardholder is responsible for seeing that purchases are exempt from Utah Sales tax where appropriate and where possible, except for in-state lodging merchants. If Utah sales tax is charged, the tax amount should be clearly highlighted on the original itemized receipt that will be submitted for review with the T-Card packet.

Transaction Cycle and Account Bank Statement

The billing cycle end date is the 25th of each month. If the 25th falls on a weekend or holiday, it cycles at the end of the next business day.

The cardholder is not required to obtain the monthly bank statement and include it with submitted T-Card packets. Although the cardholder may view the statement for a quick verification that transactions are legitimate, the transaction Activity Log is required to be printed and submitted with packets. The bank statement can be received via or downloaded and printed online from the U.S. Bank Access Online website by selecting the Access Online menu option "Account Information", and then selecting "Statement".

Payment to U.S. Bank and Charges to Departments

The collective monthly T-Card purchase transactions made by all T-Cardholders are paid in one lump sum directly to U.S. Bank monthly via an automatic payment process. The T-Cardholder's purchase transactions are then charged/debited to the specific departmental index(s) as determined in the reallocation process. This means that neither departments nor the individual T-Cardholders must make any payments directly to US Bank for incurred charges.

Cardholder Activity Log

The *Travel Cardholder Activity Log* serves as the accounting record and documentation for all purchase transactions made on the T-Card. **Use of this log is a mandatory requirement and must be submitted with every T-Card packet and Travel Settlement.**

The Log provides a record of purchase transaction activity enabling the T-Cardholder to compare charges to the monthly bank statement and accurately complete the Travel Settlement form. It also provides management information about the T-Card use. The original itemized receipts retained and submitted with the log provide the supporting documentation necessary for auditing purposes. In addition, the cardholder must note for each transaction/charge on the Activity log the travel requisition T# and an adequate descriptive "Business Purpose".

All T-Card packets along with the employee's Travel Settlement form are reviewed and approved by the employee's BCM and reviewed by the College T-Card administrators. In addition, all T-Card packets are subject to audits that may be conducted by the Controller's Office, Internal Auditor, State and Legislative auditors, Board of Regents and grant auditors.

Obtaining Original, Itemized Receipts and Disputing Charges

T-Cardholders are required to obtain and maintain the original itemized receipt from merchants for each T-Card purchase. This receipt should itemize by line item the charges incurred.

When a receipt(s) doesn't agree with the T-Card statement, consider these possible reasons: 1) T-Cardholder did not make the purchase transaction; 2) the amount of the transaction is incorrect; 3) sales tax may have been added to the purchase total after the T-Cardholder placed the order (online or phone orders).

If the T-Cardholder discovers an error(s) on their statement, he/she is responsible to remedy the error through the dispute resolution process as prescribed by U.S. Bank. Specifically, contact the merchant involved to attempt to resolve the error. If the merchant agrees an error has been made, the merchant will credit the T-Card accordingly; then note on the *Travel Cardholder Activity Log* that the transaction is being corrected by the merchant and a credit should be reflected on next month's statement.

If the merchant does not agree an error has been made, contact U.S. Bank Customer Service using the 800 number on the back of the T-Card and indicate you are disputing a charge. The T-Cardholder will be asked to submit the information in writing, and U.S. Bank will research

the disputed item. The amount reflected on the next statement will be reduced by the disputed amount until the purchase transaction in question is resolved. Disputed purchase transactions must be identified in writing to U.S. Bank within 60 days of the statement date.

T-Cardholders Required to Reallocate Charges

Purchase transactions are initially posted in suspense to a default index and travel expense account number (e.g. 90110, 90120 or 90125) as noted on the T-Card Application, but the T-Cardholder is expected to verify that charges are assigned to the correct index and account number and be reallocated if necessary from the default numbers.

Reallocation must occur within a specific window of opportunity, which starts at the beginning of a statement cycle (see section titled “Transaction Cycle”), and ends seven calendar days after the cycle end date. Transactions may be reallocated throughout the current cycle as frequently as purchase transactions are made, or transactions may be reallocated in a batch at the end of the cycle, but always before the seven-day window of opportunity ends.

Each purchase transaction must be reallocated by the T-Cardholder via the U.S. Bank Access Online site. Individual T-Cardholders must register with U.S. Bank Access Online to be able to reallocate transactions online. T-Cardholders can self-register with U.S. Bank Access Online at <https://access.usbank.com> by clicking on the link “Register Online.” Our College short name is SLCC and the Colleg zip code is 84130. For additional help registering, please contact one of the T-Card administrators.

Once a T-Cardholder has self-registered with U.S. Bank Access Online, T-Cardholders can view and reallocate purchase transactions online, per the following instructions:

1. Log into U.S. Bank Access On-Line: <https://access.usbank.com>
2. Click on “Transaction Management” then “Transaction List.”
3. Scroll down to view the current or “Open” transactions. (If doing this after the cycle end date, the T-Cardholder must either choose “View Previous Cycle” from “Transaction Management” or from their “Transaction List” choose the cycle date from the drop-down box and click on “Search”). After the cycle end date, the T-Cardholder has seven calendar days to reallocate that cycle’s purchase transactions.
4. Click on the Index/Account on the right hand side and end of the line item transaction under the heading “Accounting Code”.
5. Double click on the “Account Code” field and type in the current expense account that applies to this purchase and click on “Save Allocations”. If you need to search for a current expense account, you can click on the little magnifying glass next to the “Account Code” field and double click in the “Value” field. Type a “9” in that field and click on “Search”. This will pull up all the travel expense accounts and their

descriptions. You can then click on “Select” and it will populate the “Account Code” field with the chosen travel expense account. You then must scroll down and click on “Save Allocations”. If you need to change the index on a transaction, double click on the “Index” field and enter the new index in that field and click on “Save Allocations”.

Please Note: If you have a 5 digit number index as your default or if you are reallocating a transaction to a number index, you must add a space in front of the number index in the index field. Double click on the index field, hit your space bar once and then type in the number index. Spaces are never required in the account code field.

At the top of the screen you should see a message “Request was Submitted Successfully”. If you do not see this message, call the T-Card Administrators to help troubleshoot the problem. Scroll down and go back to your “Transaction List” and if you look at the “Accounting Code” field at the right end of the transaction, you will see that it has been changed to the new current expense account that you have chosen. It should also have a little @ to the left of that “Accounting Code” field.

Any reallocation not captured during the window of opportunity specified must be reallocated via manual journal entry. Please make journal entry requests to the Controller’s Office.

If a T- cardholder’s default index code changes (e.g. employee moves to another department), immediately notify the Travel Card Key Personnel so the new, correct default index is reflected in the system.

Travel Settlements and T-Card Packet Submission

In as much a Travel Settlement is required for each trip and understanding that the T-Card should only be used for travel expenses, both the Travel Settlement and T-Card packet should be turned in together for review and approval. It is understood that T-card charges may be incurred in a month(s) prior to the actual trip, so the T-cardholder must accumulate prior month Activity logs and all receipts associated with a trip and submit them with the Travel Settlement form at the conclusion of the trip. However, T-cardholders should wait three business days after the conclusion of the trip to print out the last Cardholder Activity Log from US Bank to allow for all charges to post to the T-card account. This log, together with any applicable prior month logs and the original, itemized receipts is required to be submitted with the traveler’s Travel Settlement. Consequently, all T-card charges associated with a trip will be accounted for at the same time the total trip expenses are accounted for. The amounts paid for on the T-card are to be entered on the Travel Settlement line labeled College Paid Expenses and they are deducted from the total expenses to determine the amount due to/from the traveler.

T-Cardholder Review/Reconciliation/Signature

Individual T-Cardholders must review their monthly Travel Cardholder Activity Log (of account statement) to confirm that each transaction is valid and made by the cardholder and is supported by a receipt and has an adequate business description.

T-Cardholders must sign and date their Activity Card Log as evidence of the review. Attach the log and the original itemized receipts securely together with the Travel Settlement and submit the packet to the BCM for review and approval. It is recommended that the department retain a copy of the packet for their business files.

BCM Review/Approval/Signature

The BCM must review the T-Cardholder's statement, *Travel Cardholder Activity Log* and Travel Settlement together and the BCM signature constitutes approval of the T-card charges and other travel expenses incurred T-Cardholder/traveler. **The BCM is responsible to ensure there is a legitimate business purpose for all transactions.**

After the T-Cardholder and BCM have completed their review and approval, the entire packet should be forwarded to the Patty Turville in Accounts Payable within 10 business days after the end of the trip.

T-Cardholder Non-compliance and/or Misuse

The T-Card is an appropriate method for paying travel expenses and the card's use should be in compliance with the procedures set forth in this manual. Misuse and/or non-compliance with the T-Card procedures damages and undermines this T-Card program.

It is imperative that all T-Cardholders adhere to the procedures set forth in this manual. The consequences for misuse and/or non-compliance with the procedures are as follows:

- Itemized receipts are required for all purchase transactions. **Failure to submit an itemized receipt(s)** will be followed by a written request from the T-Card Administrators for immediate submission of the receipts (or justification approved by the BCM why the receipt is not available) along with reiteration of the requirement to submit receipts, and notification that failure to comply will result in placing the T-Cardholder on notice. A second occurrence may result in T-Card deactivation and revocation of T-Card privileges.
- **It is mandatory that the *Travel Cardholder Activity Log(s)* be included with every Travel Settlement at the conclusion of each trip.** There must be a clear **business purpose** and T# recorded on the log for every purchase. The **T-Cardholder must sign** on the T-Cardholder signature line and their **approving BCM must sign** below the cardholder signature line on the corresponding signature line. Failure to include the Transaction Log will be followed by a written reminder and request for immediate submission. Continued failure to include the log may result in T-Card deactivation and revocation of T-Card privileges.



- Where a person is hosting others for a “business related meal” in conjunction with a trip, the *Hosting Authorization Form* should be included in every T-Card packet in support of that meal. Failure to submit a *Hosting Authorization Form* for meal purchases will be followed by a written request for immediate submission of the Form, reiteration of the requirement along with notification that failure to comply will result in T-Cardholder notice, and a second occurrence may result in T-Card deactivation and revocation of T-Card privileges.
- **T-Cardholders are strictly prohibited from making personal purchases with the T-Card.** A T-Cardholder that inadvertently and unintentionally uses the T-Card by mistake for a personal purchase must immediately disclose the mistake to the BCM and must immediately reimburse the College fully. A copy of the College cashier receipt showing the money has been reimbursed should be included in the T-Card packet. A repeat occurrence may result in T-Card deactivation.

Any T-Cardholder that knowingly makes a personal purchase on the SLCC T-Card will be notified in writing of the suspected personal purchase(s), and will be asked to respond accordingly. If it is determined the purchase is for personal use, the T-Card will be immediately deactivated and all T-Card privileges will be revoked. Additional consequences may also include disciplinary action and/or termination of employment.

Lost or Stolen Cards

The U.S. Bank SLCC T-Card is SLCC property and must be kept secure and safe as with any credit card. If a T-Card is lost or stolen call U.S. Bank Customer Service IMMEDIATELY at **1-800-344-5696**, and then notify the T-Card Administrators. Upon notification of a lost or stolen T-Card, the card will be blocked from future use. Prompt action by the T-Cardholder may reduce or prevent possible fraudulent charges.

U.S. Bank Customer Service-1-800-344-5696
Toll-free, 24-hour, 7-days-per-week servicing



Travel Steps:

- 1) Travel Encumbrance is created on Banner with an estimated dollar amount of the trip and a T# is assigned.***
- 2) Budget Center Manager contacts the Business Office to increase the T-Card limit for the traveler.***
- 3) Traveler incurs appropriate Travel Expenses with the T-Card.***
- 4) Trip ends and the traveler returns home from trip.***

-Traveler must allocate all T-Card charges on US Bank and print account activity. The account activity summary must be signed by the traveler and the BCM.

-Traveler completes the Travel Settlement (with attached receipts) and attaches the US Bank activity summary.

-If Traveler owes the College for overpayment of travel expenses with the T-Card, traveler pays this amount to the Cashier's office and attaches the payment receipt to the Travel Settlement along with the US Bank activity summary.***

- 5) Turn in Travel Settlement/US Bank Activity Summary/All original receipts to AP (Patty Turville) for processing.***

