

IUP TRAVEL CARD PROGRAM PROCEDURAL GUIDELINES

Revised February 2016

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1) OBTAINING A TRAVEL CARD

Financial Managers may request that a card be issued in the name of an employee by submitting a completed Cardholder Enrollment/Change Form (ATTACHMENT A also, available at www.iup.edu/travelcard to the IUP Travel Card Administrator, B25, Clark Hall.

The Financial Manager accepts **full responsibility** for all actions/uses of the Travel Card by the employee.

The IUP Travel Card Administrator will review the request for enrollment and approve, or request additional information as necessary.

All cards will be received from the issuing bank and inspected by the IUP Travel Card Administrator.

Cardholders will be contacted by the Travel Card Administrator to arrange training.

During the training session, the Cardholder will be issued a copy of the IUP Travel Card Policy and the IUP Procedural Guidelines. The cardholder will be required to sign a Cardholder Agreement (Attachment B, also available at www.iup.edu/travelcard and will be issued their IUP Travel Card.

2) USING THE TRAVEL CARD

Ensure travel costs are reasonable. Protect public funds as if they were your own.

Use for official University business/travel purchases only, avoid prohibited purchases.

Once a vendor is selected, you should do the following:

1. Confirm that the vendor agrees to accept MasterCard.
2. Inform the vendor of the University's tax-exemption from Pennsylvania State sales tax. IUP's tax-exempt number will be printed on each Travel Card as follows:

PA TAX EXEMPT 25-1470695

Cardholders must review receipts for each transaction to ensure that Pennsylvania State sales tax has not been assessed. If sales tax has been assessed on a purchase, the Cardholder must direct the vendor to remove the tax.

3. Meals - The **Travel Card is not to be used for per diem/subsistence.**

Meal purchases for Business meals such as those provided for interviewees, potential donors or visiting officials are allowed.

4. Lodging – Cardholders using the Travel card for lodging need to obtain a Pennsylvania Tax Exemption Certificate from the travel office (Attachment C, also available at www.iup.edu/travelcard) The Tax Exemption Certificate should be presented to the front desk when checking in. IUP is required to pay State Occupancy Tax on lodging but is exempt from local occupancy tax.

3) OBTAINING REFUNDS

If a cardholder has paid for a conference registration or hotel reservation with the Travel Card, it is the cardholder's responsibility to obtain a refund in the event that travel plans are cancelled. All cancellations must be credited to the cardholder's account. **Cash refunds are strictly prohibited.**

4) CARDHOLDER RECORD KEEPING AND MONTHLY REPORTING

When a Travel Card transaction is made, documentation shall be retained as proof of the purchase. The documentation will be used to verify the transactions listed on the cardholder's monthly statement of account.

The cardholder shall retain the invoice and "customer copy" of all receipts. The cardholder is responsible to check that the vendor lists the quantity, fully describes the item (s) and has EXCLUDED sales tax and local occupancy tax. The transactions details shall also be entered on the cardholders' "Travel Card Transaction Log" (Attachment D, also available at www.iup.edu/travelcard.) If there is an error or dispute, refer to the Disputing Erroneous Charges section of this document.

Note: Any documents containing your Travel Card number should be kept in a secure location to prevent unauthorized purchases. The number from your card, as well as the card itself and any documents related to card transactions must be kept secure at all times. Do not leave files, logs, receipts, carbons, delivery tickets, statements or other card records in unsecured locations.

Each Cardholder must review and reconcile their transactions on-line within three (3) business days after the billing cycle ends.

The billing cycle cutoff date is the 27th calendar day of the month. Information is downloaded by the Director of Accounts Payable for review and reconciliation with the Visa settlement system invoice. Expenditures for all transactions will be posted to the appropriate cost center at this time.

The Cardholder must send the following documentation to the Travel Office by the close of business on the 8th business following the billing cycle cutoff date:

1. Completed Transaction Log (Attachment D, also available at www.iup.edu/travelcard)
2. Printed copy of their Cardholder Statement of Account Report
3. Original Receipts attached to the Cardholder Statement in the order the transactions appear on the statement.
4. Documentation of Credits

Should the Cardholder be unable to locate a receipt, she/he must complete and include the IUP Travel Card Missing Receipt Form. (Attachment E, also available at www.iup.edu/travelcard) A separate form must be completed for **each** missing receipt.

Note: Failure to comply with the specified timeline for review and submission of travel card documentation will be considered a violation of the cardholder privileges and the card may be revoked.

5) DISPUTING ERRONEOUS CHARGES

Cardholders must notify the vendor to resolve any erroneous charges that appear on the Travel Card Monthly Statement.

Cardholders must notify their Financial Manager of erroneous charge issues, and the Financial Manager will assist in resolving the disputed charges if necessary.

If the problem cannot be worked out with the vendor, the cardholder is to follow the steps in the “Disputing Transactions” section of the Cardholder Quick Reference Card.

6) LOST/ STOLEN TRAVEL CARDS

Cardholders are responsible to safeguard their Travel Card, passwords, and account numbers. A Cardholder must not allow others to use his/her account number. **A violation of this policy will result in the Cardholder having his/her card withdrawn and disciplinary action may be taken.**

If a Travel Card is lost, misplaced, stolen or damaged, the Cardholder must immediately notify Bank of America Customer Service. When filing the report, advise the representative that this is a Master Card Travel Card.

The Cardholder must also immediately notify the IUP Travel Card Administrator, so that a new card may be issued.

A card that is subsequently found by the Cardholder after being reported lost or

stolen must be destroyed.

7) CARDHOLDER SEPARATION, TRANSFER, OR TERMINATION

Prior to separation, transfer or termination from University employment, the Cardholder must surrender the travel card and current transaction log with receipts to the Card Administrator.

8) IMPORTANT DATES AND CONTACTS

Billing Cycle Cutoff Date	27 th calendar day of month
Review of Expenditures and Printing of Statement	3 business days after cycle
Expense Reports due to Card Administrator	8 business days after cycle

IUP Travel Card Administrator:

Tim McCroskey
B25, Clark Hall
Indiana, PA 15705

Telephone: 724-357-6242
Fax: 724-357-3026
Email: tmccrosk@up.edu

IUP Travel Office:	724-357-7999
IUP Accounts Payable Department:	724-357-2509

Bank of America Cardholder Support Team	1-888-449-2273
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9) ATTACHMENTS

Attachment A	Cardholder Enrollment/Change Form
Attachment B	Travel Card Cardholder Agreement
Attachment C	Pennsylvania Tax Exemption Certificate
Attachment D	Travel Card Transaction Log
Attachment E	Travel Card Missing Receipt Form