

# **IUP TRAVEL CARD PROGRAM PROCEDURAL GUIDELINES**

Revised January 2019

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## 1) OBTAINING A TRAVEL CARD

Financial Managers may request a Travel card be issued in the name of an employee by submitting a completed Cardholder Enrollment Form (available at [www.iup.edu/travelcard](http://www.iup.edu/travelcard)) to the employee's Vice President and the Vice President for Administration and Finance, along with a memo providing justification for needing a Travel Card. Once approval from both Vice Presidents has been obtained, the enrollment form and memo should be forwarded to the IUP Travel Card Administrator, B25 Clark Hall.

All cards will be delivered to the home address of the cardholder.

## 2) USING THE TRAVEL CARD

Travelers must ensure travel costs are reasonable. Protect public funds as if they were your own.

Travel Cards may be used only for official University business travel purchases. 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. Lodging – Cardholders using the Travel card for lodging need to obtain a Pennsylvania Tax Exemption Certificate from the travel office, B28 Clark Hall or [www.iup.edu/travelcard](http://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 travel plans are cancelled. All cancellations must be credited to the cardholder's account.

### 4) CARDHOLDER RECORD KEEPING AND REPORTING

When a Travel Card transaction is made, documentation shall be retained as proof of the purchase. The documentation will be used by the cardholder to request reimbursement on a Travel Expense Voucher.

***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, receipts, carbons, delivery tickets, statements or other card records in unsecured locations.

Cardholders are responsible for making payment to Bank of America and requesting reimbursement on a Travel Expense Voucher. Request for reimbursement should be made within 45 days after the end of the travel to allow sufficient processing time prior to the 60-day deadline. Reimbursements issued more than 60 days after the end of travel will be added to the traveler's compensation and reported on the traveler's W-2 for the appropriate calendar year. The University will not reimburse cardholders for finance charges or late-payment charges.

### 5) DISPUTING ERRONEOUS CHARGES

Cardholders must notify the vendor to resolve any erroneous charges.

If the problem cannot be worked out with the vendor, the cardholder is to follow the steps in the "Disputing a Transaction" document found on the Travel Card Website ([www.iup.edu/travelcard](http://www.iup.edu/travelcard)).

### 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 their account number. **A violation of this policy will result in the Cardholder having their 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 to the Travel Card Administrator and submit any outstanding Travel Expense Vouchers.

IUP Travel Card Administrator:

Kathy Cindric  
B25, Clark Hall  
Indiana, PA 15705

Telephone: 724-357-6242  
Fax: 724-357-3026  
Email: [kcindric@iup.edu](mailto:kcindric@iup.edu)

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

Bank of America Cardholder Support Team 1-888-449-2273