US BANK - CORPORATE TRAVEL CARD POLICY & APPLICATION

Please note that your signature on this application form confirms your agreement to follow the guidelines and policies listed below and on the Commonwealth University Travel Card Policy.

Travel card must be used exclusively for official business travel on behalf of Commonwealth University. Cardholder must adhere to the Travel Card Policy.

Cardholder is personally liable for all charges against the card and will pay the total balance by the due date. Late fees and finance charges will be assessed if payment is not received by the due date. Cardholder is responsible for these charges.

Card must be kept in a safe place. If the card is lost or stolen, cardholder will notify Bank of America and the Accounts Payable office. Travel expense reimbursement will be requested and processed in accordance with university travel guidelines. Receipts will be attached as required.

Improper use of the card may result in cancellation and possibly disciplinary action.

By signing this application, I give Commonwealth University permission to seek restitution through a payroll deduction for any unpaid past due balance.

EMPLOYEE BUSINESS INFORMATION

First Name _____ Middle Initial _____ Last Name _____

Business Address _____

City _____ State _____ Zip _____

( ) _____ ( ) _____

Home Phone Business Phone

Mother's Maiden Name _____ Date of Birth _____ Email Address _____

EMPLOYEE MONTHLY BILLING INFORMATION

Employee **Home** Address

City State Zip

Monthly Credit Limit

- ☐ **Frequent Traveler = $3500**
- ☐ **Average Traveler = $2500**
- ☐ **Infrequent Traveler = $1500**

APPLICANT SIGNATURE AND SUPERVISOR APPROVAL

Signature of Applicant (employee) / Date

Printed Name of Supervisor

Signature of Supervisor (approver) / Date

Send Completed Form to:
Meisha McDermit - mmcdermi@commonwealthu.edu
Accounts Payable - accountspayable@commonwealthu.edu

COMMONWEALTH UNIVERSITY
Travel Card
Policy and Procedures

The travel card is a charge card issued to an individual used *exclusively* for *all* official business travel on behalf of Commonwealth University**.** The card may not be used to purchase goods or services or for personal purposes (except as noted in Sections C6, C7, and C8).

Note that this card is not linked to the cardholder's individual credit rating, and will not affect your credit score.

A. Obtaining a Travel Card

1. A travel card may issued to all full time employees who travel on university business.

2. Cardholders may use the travel card for all allowable travel expenses.

3. **Travel advances will not be granted.**

4. To obtain a travel card an employee must:

    a. Provide their billing address, mother's maiden name, and the travelers' date of birth
    b. Sign a document stating that he/she is aware of the travel card policy, including acceptance of personal liability.

B. Employee Liability

1. The travel card is issued in the employee's name.

2. The employee is wholly responsible for charges against his/her travel card.

3. The Accounts Payable Office in conjunction with the travel card company establishes credit limits with the travel card company.

4. Travel card holders will need to log into their US Bank account to review transactions and card account balance. Statements are not mailed; the cardholder must log into the system to view their statement and pay the balance.

5. The employee is responsible for:
    a) Reviewing all charges against his/her account.
    b) Notifying the travel card company of any erroneous charges within 30 days of statement date.
    c) Paying the total balance due, less any erroneous charges, by the due date (see Section H).
    d) Safeguarding his/her travel card.

6. If an employee's account becomes delinquent (i.e., total balance due not paid by the due date), the employee is subject to loss of travel card privileges. (See Section G for further information.)

7. Use of a travel card by anyone other than the person to whom the card is issued is prohibited.

C. Use of Travel Card

1. The travel card may be used to pay for the following expenses:
   a) Transportation (includes taxi, airline, bus, train, subway etc.)
      (i) The card may be used to pay for a rental vehicle with the exception of vehicles rented locally to be used in place of a state car or personal car. For local rentals you must follow the Enterprise Vehicle Rental guidelines.
      (ii) Airfare may be prepaid using the travel card.
         a. In case of cancellation:
            i. Refundable airline tickets are the responsibility of the cardholder to reimburse the University for the Cancellation.
            ii. Non-refundable airline tickets are the responsibility of the department. Legitimate cancellation expenses shall be absorbed by the appropriate department's budget. Non-legitimate cancellation reimbursements are to be collected from the cardholder by the responsible department and reimbursed to the University.
   b) Lodging,
   c) Conference/registration fees, and
   d) Other related travel expenses, e.g., subsistence.

2. The travel card may be used to purchase gasoline for an employee's personal vehicle. However, the maximum an employee will be reimbursed is the per mile rate as set forth in the current Travel Policy (see Section M).

3. The travel card may **NOT** be used to purchase gasoline for University owned vehicles. All University owned vehicles are provided with a credit card and this card should be used to purchase gasoline.

4. Executive employees who either are assigned a vehicle or reimbursed for a leased vehicle according to the *Executive Vehicle Policy* may use the travel card for gasoline purchases for the assigned or leased vehicle.

5. Meals may be charged to the travel card and will be reimbursed in accordance with the current Travel Policy (see Section M).

6. Miscellaneous reference materials such as books, tapes, and videos available for purchase at seminars/conferences may be charged to the travel card and will be reimbursed if approved by the employee's supervisor. **These are the only goods that can be charged to the travel card.**

7. Incidental business expenses, incurred while in travel status, such as copies, faxes, and postage may be charged to the travel card and will be reimbursed if approved by the employee's supervisor. Business meeting expenditures such as equipment rental and conference room charges must be made in accordance with procurement policies and may **not** be charged to the travel card.

8. The only times the travel card may be used for personal purposes are:
   a) *Hotel costs*—Personal costs incurred while staying at a hotel such as movie charges, personal phone calls, and safe fees may be charged to the travel card but will **not** be reimbursed. Charges for laundry and dry cleaning may be charged to the travel card but are reimbursed only in accordance with the current Travel Policy (see Section M).
   b) *Conference related costs*—Personal costs related to the conference such as spouse/guest registration fee and entertainment/evening events specifically associated with the conference may be charged to the travel card but will **not** be reimbursed.

9. The travel card may **not** be used for movies or other entertainment not included in the hotel bill or conference charge.

10. The travel card may **not** be used to purchase gifts, souvenirs, or any other personal item not previously mentioned.

11. The travel card may be used to pay for professional development. This payment method does not change the current practice of obtaining necessary approvals for reimbursement of these courses.

12. **An employee may not use his/her travel card to pay for another employee's expenses.** The card may be used to pay for meals associated with a Commonwealth University search. If an employee must entertain an applicant at a meal, the employee may charge the cost of the applicant's meal to his/her credit card in accordance with Procedure HRD-17A. Any charges for alcoholic beverages associated with the meal will not be reimbursed.

    a) Student related travel please contact the Accounts Payable Office - accountspayable@commonwealthu.edu

13. See page 7 of this section for a summary of travel card uses.

D. Sales Tax

1. Commonwealth University is tax-exempt means that the university does not pay:
   a) Pennsylvania sales tax
   b) All local hotel rental tax for hotels located in Pennsylvania.

2. Employees should be aware that hotels charge an occupancy tax, which is different from sales tax. Commonwealth University is not exempt from occupancy tax and is required to pay this tax.

3. The employee should remind vendors of the university's tax-exempt status.

E. Travel Reimbursement Requests and Expense Reports

1. All travel costs will be reimbursed in accordance with the appropriate Travel Policy (see Section M).

2. The employee must:
   a) Request reimbursement using the travel management system.
   b) Attach all receipts, as required.

3. The employee does not need to attach a copy of his/her monthly travel card statement to the travel expense voucher. The Accounts Payable Office can pull the employee's travel card activity directly from the US Bank Access Online system.

4. Payment of the travel expense report will be made no later than 10 days following receipt in the Accounts Payable Office.

F. Travel Card Violations

1. If an employee violates any of the travel card policies, e.g., using the travel card for personal purchases (except as noted in Section C8), the employee will be given a written notice from the Accounts Payable Supervisor. .

2. If the employee violates any of the travel card policies a second time:
   a) The employee must surrender the travel card.
   b) The travel card will be canceled.
   c) Disciplinary action may be taken, if appropriate

3. An employee who loses his/her travel card privileges must request travel expense payments by processing a Travel Expense Report; **cash advances will not be granted**.

4. An employee who loses his/her travel card privileges may reapply after one year. The employee must complete the steps in Section A—Obtaining a Travel Card.

G. Delinquent Accounts

1. Each cardholder must pay his/her total balance due, less any erroneous charges, by the due date (see Section H).

2. An account that has not been paid in full by the due date is considered delinquent.

3. If the employee has a delinquent account, the employee will be given a written notice from the Accounts Payable Supervisor.

4. If the employee's account is delinquent a second time:
   a) The employee must surrender the travel card.
   b) The Accounts Payable Office will cancel the travel card.
   c) Disciplinary action may be taken, if appropriate

5. An employee who loses his/her travel card privileges must request travel expense payments by processing a Travel Expense Report; cash advances will not be granted.

6. An employee who loses his/her travel card privileges may reapply after one year. The employee must complete the steps in Section A—Obtaining a Travel Card.

H. Erroneous Charges

1. If an employee believes that a charge on a travel card monthly statement is incorrect, the employee must notify the travel card company as soon as possible.

2. The employee also must notify the Accounts Payable Office of any disputed charges.

3. The employee will not be required to pay the disputed charge if:
   a) The employee notifies the travel card company of the disputed charge before the payment due date, and
   b) The travel card company agrees that the disputed charge is incorrect or the disputed charge remains unresolved by the due date.
   c)

I. Lost/Stolen Travel Card

1. An employee must notify the travel card company immediately of a lost or stolen travel card. The travel card company will cancel the travel card and issue a new card.

2. An employee also must notify the Accounts Payable Office immediately, or by the next business day when appropriate, of the travel card cancellation.

3. Any fraudulent charges against the lost or stolen travel card will be handled in accordance with the travel card company's policies.

J. Termination of Employment

1. Upon termination of employment, the cardholder must surrender the card to the Accounts Payable Office.

2. The Accounts Payable Office will cancel the travel card.

K. Exceptions

The Vice President for Finance & Administration or his/her designee must approve exceptions to this policy.

L. Contacts

To report a lost/stolen card, erroneous charges, or for any additional information, please contact the following:

The Accounts Payable Office

Meisha McDermit mmcdermi@commonwealthu.edu

Accounts Payable accountspayable@commonwealthu.edu

US Bank Help Desk - account inquiries/problem resolution

Phone 1 877-887-9260
Email accessonlinesupport@usbank.com

M. Travel Policies

Travel policies for Management, Faculty, Coaches and SCUPA are outlined in the Board of Governors Policy 1986-07.

Travel policies for AFSCME and Police are outlined in Management Directive 230-10.

Summary of Travel Card Use

Cost	Can the employee charge The cost to the Travel Card?	Is the cost reimbursable?
Transportation costs such as airline, train, tolls, and parking	Yes	Yes
Conference/Registration Fee	Yes	Yes
Lodging	Yes	Yes, in accordance with Travel Policy
Meals	Yes	Yes, in accordance with Travel Policy
Gasoline—System vehicles	Yes	Yes, receipt required
Gasoline—Executive vehicles	Yes	Yes, receipt required
Gasoline—Personal vehicles	Yes	Employees will be reimbursed a maximum of the per mileage rate, in accordance with the Travel Policy
Miscellaneous reference materials such as books, tapes, and videos	Yes	Yes, if approved by supervisor
Incidental business expenses, incurred while in travel status, such as copies, faxes, business phone calls, and postage	Yes	Yes, if approved by supervisor
Business meeting expenses such as equipment rental and meeting room charges	No	No
Personal hotel costs such as movie charges, personal phone calls, and safe fees	Yes	No
Conference related costs such as spouse/guest registration fee, meals, and entertainment/evening events specifically associated with the conference	Yes	No
Laundry and dry cleaning	Yes	Yes, in accordance with the Travel Policy
Movies or other entertainment not part of the hotel bill or conference charge	No	No
Meals associated with a Commonwealth University search	Yes	Yes, in accordance with procedure HRD-17A "University Employees who Entertain an Applicant at a Meal"
Gifts and souvenirs	No	No
Professional development	Yes	Yes