

UMB Travel Card Program

Office of Purchasing

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Purpose of the Travel Card

- ▶ Tool to replace the traditional purchasing methods 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- Please remember to **leave it on campus** in a secure location for family vacations or family travel for weekends or holidays. Do not keep with personal credit cards
- ▶ Non-entity employees (contract workers) are allowed to have an individual travel card- No expenses shall be placed on an individual card for non-employees

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.
- ▶ Non entity employee (contract workers) expenses are not authorized on the department card

Signing Out

- ▶ 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
- ▶ Develop procedures for handling of such card to keep a proper accounting of the card. This will help when the statement becomes available. If you have been keeping records throughout the month, it should be easy to reconcile and turn in for submission.

Cardholder Responsibilities

- ▶ Sign and abide by the Travel Cardholder Agreement
- ▶ Ensure that cardholders are in compliance with authorized and non-authorized expenses
- ▶ Ensure that the Travel Guidelines are read and understood before using the account
- ▶ Ensure that travelers have proper Authorization to travel before the Travel Card accounts are used. This means they must have an E# from the Office of Purchasing before making travel arrangements. Having an E# verifies that you have been approved to travel, your department has funds to pay for your travel, and will provide verification that you are “insured” if something was to happen.

Obtaining Travel Card

- ▶ Contact the Office of Purchasing to request a travel card via email
- ▶ An application will be emailed to you for completion. Once it has been returned 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 arrives to DSU, an email will be sent stating the card is ready for pick-up.
- ▶ Cardholder must come to KWH 221 to sign new card out

Card Violations

- ▶ 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 including termination of employment. Such failure could potentially result in prosecution to the fullest extent of the law, including financial restitution and criminal prosecution.
- ▶ Policy is administered in accordance with other State procurement & travel policies and the laws of the State of MS
- ▶ Violations range from Minor to Major
- ▶ Violations are handled by the Program Coordinator within the Entity- We are 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

Card Violations Cont'd

Minor Violations

- ▶ These are instances that are “accidental” and without willful intent, or a delinquent reconciliation process.

Major Violations

- ▶ These are instances that show “willful intent” to disregard established policy
- ▶ Result in immediate temporary suspension of cardholder privileges and notice to DSU CFO. If deemed appropriate the bank, Police and appropriate entity head will also be notified.

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

- ▶ Cardholder or Program Coordinator 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

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 -Preferred seating, business, first-class service may be authorized if at least one of the flight segments exceeds 6 hours. Flight segment is define as time in air between stopovers, changing aircraft or change of airline. All must be approved **PRIOR** to the travel and must be accompanied by a signed waiver from the entity head to be submitted to OPTFM.
- ▶ 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 Expenses

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 UMB 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 will receive a statement via email notification or by mail. You should be signed up for both.
- ▶ Create and maintain an organized filing system for ease of reconciling.
- ▶ Travel expenses incurred during the billing cycle must be reconciled against the cardholder's approved Travel Authorization Form and processed for payment upon receipt.
- ▶ When filling out the Travel Authorization Form for approval/payment upon returning from completed travel, please note on the second page of the form that the Travel Card/Procurement card was used for any expenses incurred.
- ▶ 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.

Receipts

- ▶ Travel related receipts are due within 10 working days after the employee returns from the trip
- ▶ Make a copy of all receipts before submitting to the Office of Purchasing. It is recommended to make a copy of your completed, reconciled statement before submitting the original to our office.
- ▶ Do NOT tape over any writing/typing on the receipt- tape fades out the ink and makes the information illegible.
- ▶ If a receipt cannot be obtained or has been lost or stolen, please complete the Missing Document Affidavit Form.

Billing

A new statement is generated at the beginning of each month. Your dept will need to reconcile, review and approve before sending to Purchasing. No purchase order is required for these transactions.

Interest

- ▶ If payment for undisputed amounts is not mailed or otherwise delivered within 45 days after receipt of the statement, DSU shall be liable to UMB in addition to the amount owed for charges but also incur a 1.5% interest rate increase to the total charges.
- ▶ It is very important to get the requested reconciled statement in to the Office of Purchasing by the due date on the mass email!

Balances on Accounts

- ▶ Balances on credit cards shall be paid at the receipt of the monthly statement, once statements have been reconciled for accuracy. Balances on cards SHALL NOT be carried over to the next month except for disputed claims and only for the disputed amount.

Lost or Stolen Cards

- ▶ Each cardholder is **REQUIRED** to report lost or stolen cards as soon as the loss or theft is discovered
- ▶ Contact UMB immediately if it is after hours for DSU- 1-888-494-5141. You should also contact the Office of Purchasing at DSU to make them aware
- ▶ A new card will be mailed out within 48 hours after receiving the report

Declined Transactions

- ▶ In the event that your transaction is declined, please access your card statement or on-line statement. You can also contact the Office of Purchasing 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 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 UMB 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 UMB 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.

Audit

- ▶ ALL travel cards are audited by our office and randomly audited by the OPTFM.
- ▶ Imperative to provide correct documentation for auditing purposes. If the auditor discovers discrepancies or other errors, DSU can be fined or charged.

Transactions may be audited to verify, but not limited to the following:

- ▶ All Travel Card transactions
- ▶ The Travel Card is being used for appropriate purchases
- ▶ Documentation is complete (itemized receipts and statements are accounted for)
- ▶ No sales tax is being charged
- ▶ Any cardholder that reconciles statements must have Program Coordinator verification of this process for accuracy and accountability.

Audit cont'd

- ▶ To ensure the audit goes smoothly, please have the following information and proof of information readily available (always make a copy of your statement):
 - ▶ Itemized receipts are behind or attached to the statement in the order that they appear on the statement (small receipts should be taped individually to an 8x11 sheet of paper)
 - ▶ No Sales Tax-If taxes have been applied, show proper documentation for credit for the charge
 - ▶ Make sure the statements are initialed by the reconciler as well as the reviewer

Areas of special emphasis to Internal Audit are dual signatures on the statement, the storage of a department card or cardless account number in a secure location, and a sign in/sign out sheet for cards used by multiple employees.

User Agreement

Please read the following, print, sign and return to the Purchasing Office. The following minimum requirements for use of the UMB Travel Card

- ▶ Will only make purchases according to Delta State University/State of MS with which I am employed and the Office of Purchasing
- ▶ Agree that use of this account, if approved, will be in compliance with the Travel Card Program rules and regulations as set forth by OPTFM at State Office
- ▶ Agree that the account will not be used for personal purposes at any time and understand that the account use can be revoked at any time
- ▶ Agree that if this is an individual cardholder account, only my expenses may be charge
- ▶ Understand and agree that it is my responsibility to report/notify UMB Bank, DSU, Procurement Coordinator and your direct supervisor if the card is lost or stolen

I, _____, have read and understand the user agreement for the UMB Travel Card Program on _____.