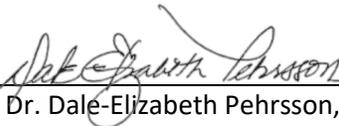




Policy FA032: Travel Card Program

Recommended for Approval by: 

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Approved by: 

Dr. Dale-Elizabeth Pehrsson, President

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A. Intent

Travel cards are Pennsylvania Western University (PennWest) credit cards used exclusively for official business travel on behalf of PennWest University. The cards may not be used to purchase goods or services or for personal purposes (except as noted in Sections IV.F, IV.G, and IV.H).

B. Definition(s)

Not Applicable.

C. Policy

Travel cards are the only option for paying for allowable travel expenses for individuals who have been issued travel cards unless the vendor does not accept the travel credit card, the employee pays in cash, or the employee uses his/her personal credit card.

D. Procedure(s)

- **Obtaining a Travel Card:** A travel card is issued to employees who are authorized to travel on behalf of the University. The traveler is to request a travel card by sending a request to Accounting. Accounting will issue a travel card and provide training. No card is issued until the training is complete.

The employee will:

- Receive training from an Accounting staff member.
- Sign a document stating that he/she has received training and will adhere to the Travel Card Policy and Procedures, including acceptance of personal liability.
- Provide his/her billing address, PASSHE personnel number, business telephone number,

and business email address to the travel card company (this step is completed on employees' behalf by Accounting as a condition of having the card).

- **Employee Liability/Responsibility:** The travel card is issued in the employee's name.

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

Credit limits are established by Accounting in conjunction with the travel card company.

The employee will receive a monthly statement from the travel card company listing charges against his/her account.

The employee is responsible for:

- Adhering to the Travel Card Policy and Procedures.
- Reviewing all charges against his/her account.
- Immediately notifying the vendor or travel card company, as appropriate, of any erroneous charges (see Section IX).
- Paying the total balance due, less any erroneous charges, by the due date (see Section IX), regardless of whether or not the employee has received reimbursement for the expenses. Employees must allow sufficient time for mailing or electronic transmission of the payment so it is received and posted by the travel card company by the due date.
- Safeguarding his/her travel card.

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 VIII for further information.)

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

- **Use of Travel Card:** The travel card is the only option for paying for the following expenses unless the vendor does not accept the travel credit card, the employee pays in cash, the employee uses his/her personal credit card, or the purchasing card policy explicitly permits the use of the purchasing card. (If a vendor does not accept the travel card, other arrangements may be made with Accounting, as appropriate.)

- Transportation, including parking and tolls, except as noted in Section IV.B;
- Lodging;
- Conference/registration fees; and
- Subsistence, which will be reimbursed in accordance with Board of Governors' Policy 1986-07-A: Travel Expense Regulations (BOG Travel Policy).

The travel card may **not** be used to purchase gasoline for an employee's personal vehicle. The employee will be reimbursed the per-mile rate as set forth in the BOG Travel Policy.

The travel card may be used to purchase gasoline for university vehicles (when the assigned fleet gas card is missing or not working). Receipts must be attached when requesting reimbursements for gasoline purchases.

The travel card may be used to purchase gasoline for rental vehicles. Receipts must be attached when requesting reimbursement for gasoline purchases.

An employee who is authorized to incur meal expenses on behalf of others may use the travel

card to pay for such meals.

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

Incidental business expenses incurred while in travel status, such as copies, faxes, Internet service, 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 the University Credit Card and Purchasing Card Policies and Procedures and procurement policies and may **not** be charged to the travel card.

The **only** times the travel card may be used for personal purposes are:

- 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 BOG Travel Policy.
- 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.

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

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

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

The travel card may be used to pay for business-related memberships. (Alternatively, a purchasing card may be used.)

An employee may **not** use his/her travel card to pay for another person's expenses except as noted in Sections IV.E and IV.H.2.

The employee is prohibited from using the travel card for cash advances.

See **Appendix A** for a summary of travel card uses.

- **Sales Tax:** Each travel card is marked *tax-exempt*, tax-exempt means that the office does not pay:
 - Pennsylvania sales tax, or
 - Local hotel room rental tax (a.k.a. local occupancy tax) for hotels located in Pennsylvania.

Employees should be aware that:

- Pennsylvania hotels charge a state occupancy tax, which is different from sales tax. PennWest University is not exempt from state occupancy tax and is required to pay this tax.
- PennWest University is not exempt from taxes on lodging outside Pennsylvania.

For lodging in Pennsylvania, the employee should present the completed tax exemption certificate (REV-1220) to the hotel upon check-in.

If a hotel does not honor the tax exemption certificate because an employee chooses to pay his/her hotel costs in cash or with his/her personal credit card, the employee will **not** be reimbursed for sales tax assessed.

- **Reimbursement Requests:** All costs will be reimbursed in accordance with the BOG Travel Policy.

The employee must:

- Request reimbursement using the SAP Travel Management (TM) system.
- Attach all itemized receipts, as required.

The employee does not need to attach a copy of his/her monthly travel card statement to the travel expense voucher. Accounting will receive a report of each employee's travel card activity directly from the travel card company.

Payment of a complete and accurate travel expense voucher, with all required receipts attached, will be made no later than 10 business days following receipt in the Accounting office.

- **Travel Card Violations:** Accounting will review employee charges against travel cards on a monthly basis.

If an employee violates any of the travel card policies, e.g., using the travel card for personal purchases (except as noted in Section IV.H), the employee will be given a written notice from the Vice President for Finance or their designee.

If the employee violates any of the travel card policies a second time:

- The travel card will be canceled by Accounting.
- The employee must destroy the card.
- Disciplinary action may be taken, if appropriate.

An employee who loses his/her travel card privileges must use cash or a personal credit card to pay for travel expenses and then request reimbursement through the normal process; cash advances will not be granted.

An employee who loses his/her travel card privileges may reapply after one year. The employee must complete the steps outlined in Section II.

The Vice President for Finance, or designee, reserves the right to cancel a travel card without warning if circumstances warrant.

As an alternative to canceling the card, Accounting, at its discretion, may require a cardholder to be retrained on the Travel Card Policy and Procedures. Failure to comply will result in loss of card privileges.

- **Delinquent Accounts:** Each cardholder must pay his/her total balance due, less any erroneous charges (see Section IX), by the due date.

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

If the employee has a delinquent account, the employee will be given a written notice from the Vice President for Finance or designee.

If the employee's account is delinquent a second time:

- The travel card will be canceled by Accounting.
- The employee must destroy the card.
- Disciplinary action may be taken, if appropriate.

An employee who loses his/her travel card privileges must use cash or a personal credit card to pay for travel expenses and then request reimbursement through the normal process; cash advances will not be granted.

An employee who loses his/her travel card privileges may reapply after one year. The employee must complete the steps outlined in Section II.

The Vice President for Finance, or designee, reserves the right to cancel a travel card without warning if circumstances warrant.

- **Erroneous Charges:** If an employee believes that a charge on a travel card monthly statement is incorrect, the employee must immediately notify the vendor or the travel card company, as appropriate.

The employee also must notify Accounting of any disputed charges. Accounting will assist in resolving the disputed charges, if necessary.

The employee will not be required to pay the disputed charge if:

- The employee notifies the travel card company of the disputed charge immediately; and
- The travel card company agrees that the disputed charge is incorrect, or the disputed charge remains unresolved by the due date.

- **Lost/Stolen Travel Card:** 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.

An employee also must notify Accounting immediately, or by the next business day when appropriate, of the lost or stolen travel card.

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

- **Termination of Employment:** Upon termination of employment, the cardholder must destroy the card.

The Human Resources office will notify Accounting of termination of employment.

Accounting will cancel the travel card.

- **Exceptions:** Any exception to this travel card policy must be approved by the Vice President for Finance or their designee.
- **Contacts:** To report a lost/stolen card, erroneous charges, or for any additional information, please contact following your local accounting office.
 - Travel Card Company (Bank of America/Merrill Lynch)
 - Customer Service Group 1-888-449-2273 (24 hours a day, 7 days a week)

E. Related policies

- Board of Governors' Policy 1986-07-A: *Travel Expense Regulations*. Additional References: The Office of the Chancellor Travel Manual includes this policy and other travel policies and information. The current version of the Travel Manual is located on PASSHE's secure website at: <https://secure.passhe.edu/of/acct/ooc/Pages/Travel.aspx>
- FA029 Purchasing Card Policy
- FA031 PennWest Travel Policy

F. Contact Information

Office of Finance

G. Policy Review Schedule

All policies will be reviewed every two years or on an as needed basis if a change in BOG, PASSHE or Pennsylvania law would create the need for an immediate change.

Appendix A
Pennsylvania State System of Higher
Education
PennWest University
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, in accordance with the BOG Travel Policy
Conference/Registration Fee	Yes	Yes, in accordance with the BOG Travel Policy
Lodging	Yes	Yes, in accordance with the BOG Travel Policy
Meals	Yes	Yes, in accordance with the BOG Travel Policy
Gasoline-Personal vehicles	No	Employees will be reimbursed the per-mileage rate, in accordance with the BOG Travel Policy
Gasoline-university vehicles (when the assigned fleet gas card is missing or not workinal	Yes	Yes, receipt required
Gasoline-Rental vehicles used for official university business travel	Yes	Yes, receipt required
Gasoline-Executivevehicles	Yes	Yes, receipt required
Miscellaneous reference materials such as books and videos available for purchase at seminars/conferences	Yes	Yes, with prior supervisory approval
Incidental business expenses, incurred while in travel status, such as copies, faxes, and postage	Yes	Yes, with prior supervisory approval
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
Laundry and dry cleaning	Yes	Yes, in accordance with the BOG Travel Policy
Conference related costs such as spouse/guest registration fee and entertainment/evening events specifically associated with the conference	Yes	No
Movies or other entertainment not part of the hotel bill or conference charge	No	No
Gifts and souvenirs	No	No
Professional development and credit-bearing courses (<i>Payment method does not change the current practice of obtaining the necessary approvals for reimbursement of these courses.</i>)	Yes	Yes, in accordance with the Out-Service Training Procedures
Business-related memberships	Yes	Yes