

## Travel Card Procedures and Guide for Cardholders

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**Purchasing Procedure Name:** Travel Card Cardholder Procedures and Guidelines

**Effective:** 2/18/08

**Responsibility for Policy:** Purchasing Director

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A. Overview:

This policy contains information regarding the following:

Authorization to Use / Cardholder Liability / Limitations of Use / Travel Card Violations / Reconciliation and Reimbursement / Disputing a Transaction / Travel Card Security / Lost, Stolen or Damaged Travel Cards / Cardholder Separation, Transfer, Termination, Leaves of Absence.

B. Purpose:

1. The purpose of this policy is to protect MU assets, to ensure compliance to the Office of the Chancellor "Travel Card Policy and Procedures".
2. Non-compliance to this policy or any associated policies, procedures, or documentation will result in revocation of the Cardholder's Travel Card.

C. Policy:

1. Employees are to use their MU Travel Cards only while in university travel status and/or for other authorized business purposes.
2. Employees who use the MU Travel Card for personal expenses will have their cards cancelled and will not be issued travel advances. In addition, employees whose cards have been cancelled because of non-business use will not be eligible to receive hotel or transportation orders or cash advances.
3. If an employee Travel Card is suspended or cancelled because of nonpayment of uncontested charges, the employee will not be eligible to receive cash advances, hotel orders, or transportation orders until the account is paid in full.
4. Authorization to Use:
  - a. The Department Responsible Person can request that a Travel Card be issued to an employee in their department who has official and recurring (more than one trip per year) travel needs, by following the "Requesting a Travel Card Procedure".
  - b. Only Full Time MU employees who meet the following requirements are eligible for a Travel Card:
    - Obtained approval on Cardholder Enrollment/Change Form from the department Responsible Person.
    - Trained by the Purchasing Department to use the card,
    - Received a copy of the Travel Card Policy and associated procedures,
    - Signed a Travel Card Acceptance Form on file in the Purchasing Department.

- c. Only the authorized cardholder may use an MU Travel Card.

5. Cardholder Liability:

- a. The MU employee assigned the Travel Card is responsible for charges against the Travel Card.
- b. The Cardholder must submit accurate and fully documented travel expense vouchers within two weeks after travel is completed.
- c. The Cardholder must pay the outstanding card balance when due (prior to the beginning of the next billing cycle) or risk cancellation of card privileges.
- d. Upon leaving employment at Millersville University Travel cards must be surrendered to the Purchasing Office.

6. Limitations of Use:

- a. The Travel Card is used only and exclusively for MU business travel expenses.
- b. A Cardholder may not use their Travel Card to pay for another employee's travel expenses except when the Cardholder is authorized in writing by the President to incur meal expenses on behalf of others.
  - Vouchers must identify where, when and for whom a meal was provided, and the work-related purposes for providing the meal.
  - Written authorization to incur meal expenses on behalf of others must be on record in the Purchasing Department to verify the authenticity of such reimbursement requests.

7. Travel Card Violations:

- a. For audit purposes, Purchasing will review Travel Card charges, on a monthly basis.
- b. First-time violations – If the Cardholder violates the Travel Card policy or procedures, then the Card System Administrator (Purchasing) will provide the Cardholder a written notice of the infraction.
- c. Second-time violations – A written notice will be sent to the cardholder's supervisor describing the violation.
- d. Third time violations -
  - 1. The Cardholder must return the card to Purchasing,
  - 2. Purchasing cancels the card,
  - 3. The Cardholder loses Travel Card privileges for two years and must request travel expense reimbursements using the Travel Expense Voucher. Cash advances will not be granted.
  - 4. After a two year period the employee may reapply for a new Travel Card per the "Requesting a Travel Card Procedure". Depending on the nature of the prior violation, this may be granted upon approval of the Vice President of Finance and Administration.

8. Reconciliation and Reimbursement:

- a. After returning from travel status, the Cardholder reconciles the charges listed on the Travel Card Account Statement to the Travel Expense Voucher and associated receipts.
- b. Travel Card expenses are reimbursed per the "Travel and Subsistence Regulations #340.01".(See link on web page)

9. Disputing a Transaction:

- a. If there is a disputed charge during the reconciliation process, the Cardholder contacts the vendor directly.
- b. If the disputed charge cannot be resolved with the vendor, the Cardholder must dispute the transaction in accordance with the instructions on the back of the Travel Card Account Statement.

10. Travel Card Security:

- a. It is the Cardholder's responsibility to safeguard the Travel Card, associated passwords and the account number.
- b. The Cardholder must not allow any unauthorized person to use their Travel Card.

11. Lost, Stolen or Damaged Travel Cards:

- a. If the card is lost, stolen or damaged, the cardholder must:
  - Advise the bank representative that the call is regarding a Travel Card,
  - Immediately notify the bank for emergency closure of the card.
  - Contact the MU Card Program Administrator (Purchasing), by phone or email on the next business day.
- b. A new card shall be promptly issued to the Cardholder after the reported loss, damage or theft. A card that is subsequently found by the Cardholder after being reported lost or stolen shall be destroyed.

12. Cardholder Separation, Transfer, Termination, or Leaves of Absence:

- a. Prior to separation from MU, the Responsible Person notifies the Card Program Administrator (Purchasing) of the separation date and retrieves the Card from the Cardholder and forwards it to Purchasing.  
Note: The Human Resource Office will, as part of the employee separation checklist procedure, require the employee to surrender any card that has not already been retrieved by the Responsible Person.
- b. Within 2 business days prior to the separation date, the Card Program Administrator (Purchasing) must notify the bank of the "End of Card Authorization" and destroy the card.
- c. Failure to recover cards, documentation and provide prompt notice increases the potential risk for card misuse and may subject the employee to University disciplinary action.
- d. Employees on extended Leaves of Absence or Sabbaticals may be subject to temporary suspension of card privileges until returning to full time status.