**PS 01.A.08 UHD Travel Card Guidelines**

1. **DEFINITIONS**
2. Authorized Travel Card Users (Travel Card users): Employees who are authorized to use a Travel Card because they are a Travel Card Cardholder or Travel Arranger for a specific business trip.



1. College/Division Business Administrator (CDA/DBA): The chief business officer within each college or division. The CDA/DBA is ultimately responsible for overseeing the use of Travel Cards within their college/division.
2. Delegates in Concur: Employees authorized to do one or more of the following tasks:

• Create and review Travel Requests and/or Expense Reports in Concur for specific employees and/or non-employees.

• Submit Travel Requests and/or Expense Reports in Concur on behalf of specific non-employees (employees must submit their own Requests/Reports).

1. Expense Types in Concur: Expense descriptions in Concur (Parking, Hotel Room Only, Hotel Tax, etc.), which help determine, in combination with the Travel Type, the PeopleSoft account that will be charged in the UHS Finance System. An Expense Type is selected for each transaction on the Expense Report in Concur. Expense Types are grouped under the following expense categories in Concur:
	* + - Transportation
			- Lodging
			- Meals
			- Business Meals
			- Other
2. Fraudulent activity involving a Travel Card: The intentional use of a Travel Card for non-university purposes and/or falsifying Travel Card documentation.
3. Merchant Category Code (MCC): A code selected for a merchant to identify their type of business and merchandise sold.
4. Monthly Spending Limit: A dollar limitation of purchasing authority assigned to a Travel Card on total charges made during a monthly billing cycle.
5. Payment Types in Concur: Original method of payment for expense transactions in Concur, which include:
	* + - Paid by Traveler
			- Paid by UH – Centrally Billed Travel Card (appears for Travel Card transactions)
6. Supporting Documentation: A merchant produced or non-university document that records the relevant details for each item purchased including quantities, amount, a description of what was purchased, the total charge amount, the date of purchase, and the merchant’s name and address (e.g. itemized sales receipt, invoice, credit receipt, etc.).
7. Travel and Travel-Related Charges/Expenses

Travel charges/expenses associated with or incurred during business travel that are necessary and benefit the university. Examples include airfare, rental car, lodging, traveler’s meals and business meals during overnight travel, and registration fees to attend an out-of-town conference.

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1. Travel Card Cardholders (Cardholders): Employees who have UHD-issued Individual Travel Cards which has their name printed on the card.
2. Travel Arrangers in Concur: Employees authorized to book travel for employees or non-employees in Concur.
3. Travel Type in Concur: Type of business travel, which is used in combination with Expense Type to determine the PeopleSoft account charged in the UHS Finance System. Travel Type is selected on the Request in Concur. Below are the current Travel Types in Concur
* Employee Travel in Texas (Not Student Recruiting)
* Employee Travel Outside TX, but Inside US, Canada, or Mexico
* Employee Travel Outside US, Canada, and Mexico
* Employee Travel to Recruit Students (All Destinations)
* Prospective Employee Travel
* Student Field Trip in the US
* Student Study Abroad Travel
* Student Team Competition
* Travel for Other Contractor (Paid a Fee)
* University Guest Travel (Not Paid a Fee)
1. Traveler Type in Concur: Type of traveler in Concur, which is automatically selected on the Request in Concur and based on the traveler’s Concur profile. Below are the current Traveler Types in Concur:
* Employee
* Prospective Employee
* UHD Contractor (paid a fee)
* University Guest (not paid a fee)
1. UHD Individual Travel Card: A credit card which is issued by a bank under the state contract for travel cards and used to pay for authorized travel and travel-related expenses. Issued to an employee of the university for the purpose of making authorized travel related purchases on the university’s behalf with local funds only. The university will issue payment for charges made with the Individual Travel Card.


# APPLYING FOR A TRAVEL CARD

* 1. Completing Application

The Travel Card Program Application/Approval Form must be completed for each new travel card, approved by the appropriate College/Division Administrator, and submit to AP Travel through DocuSign.

* 1. Completing HR Form: Authorization for Criminal History Investigation

Employee applying for the Travel Card will need to **obtain Travel Card Clearance.** Authorization for a Criminal History Investigation notifications will be sent by HR once the application has been fully approved in DocuSign. Travel Card Clearance valid for up to 6 months.

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Authorization for Criminal History Investigation

 Each prospective cardholder must complete an HR form authorizing a Criminal History Investigation prior to travel card approval. Once the background process has been completed HR will approve via Travel Card DocuSign application and notify the department of the result via e-mail. The HR e-mail authorizing the prospective cardholder to receive a Travel Card will be forwarded by e-mail to the Travel Card Coordinator, along with the Travel Card application via DocuSign approval.

 If the prospective cardholder previously completed the “Authorization for Criminal History Investigation” process within the past six (6) months, he/she will not be required to complete the process again. In such cases, HR will forward the previous e-mail notification with the background check results (or obtain another email from HR based on the prior results) to the Travel Card Coordinator, along with the Travel Card application.

* 1. Online Training and Acknowledgement of Responsibility

The applicant must complete training prior to the issue of the card, that is designed for cardholders, which includes an acknowledgement of responsibility for proper use of the card, before the card will be released to the applicant.

Employees applying for the Travel Card will be required to have **an active Concur profile.** If this is for a first time Concur user, see getting started instructions. [Concur | University of Houston-Downtown](https://www.uhd.edu/administration/business-affairs/travel-office/concur.aspx)

* 1. Direct Deposit

For security purposes, all Travel Card cardholders must receive their salary or wage as a direct deposit, rather than a check. The CDA is responsible for verifying this information when they sign the Application/Approval form.

1. **AUTHORIZED TRAVEL CARD USER RESPONSIBILITIES**

A. Safeguarding of the Travel Card and Account Number

1. Travel Card users are responsible for always safeguarding the Travel Card and account number.
2. Travel Card users should not allow anyone else to use the Travel Card or Travel Card account number, unless they are authorized to do so in accordance with these guidelines.

B. Obtaining Pre-Approval on a Travel Request

1. Before making a purchase with a Travel Card, the Travel Card user must verify that a Concur Travel Request has been pre-approved by all required approvers for the associated business trip. Travel Card purchases made without a pre-approved Travel Request may be considered the personal financial responsibility of the Travel Card user and may subject the user to disciplinary action and/or cancellation of the Travel Card.

 2. A Travel Request must be created and approved to request business-related travel for Employees, students, guests, contractors, and prospective employees.

C. Making a Purchase with the Travel Card

1. All Travel Card transactions must directly benefit the university and be in compliance with university, state, and federal rules and regulations.

2. Travel Cards can be used for the following travel and travel- related charges:

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a. Airfare

b. Hotel

c. Incidentals.

d. Registration

e. Gasoline for rental car

f. Books, supplies, or other materials needed while traveling

3. The following cannot be purchased on any Travel Card:

a. Items for personal use/purpose

b. Airfare that includes one or more non-business destination(s)

c. Items that are not related to university business travel, except for business meals and needed materials purchased by the traveler during travel status

d. Items prohibited by a sponsored agreement when using sponsored project funds to pay for Travel Card transactions

e. Travel meals for the traveler during a non-overnight trip

f. Cash advances

g. First class or business class airfare, unless the receipt or backup document clearly indicates that there is no additional cost for the upgrade.

h. Purchases using PayPal, unless the vendor only accepts PayPal as a payment method and the required documents are uploaded (See III. C. 3.).

i. Gratuity exceeding 20% of the transaction amount on transactions that normally require gratuity, such as meals and taxis. Gratuity is only allowed on Travel Cards charged to local funds.

j. Moving relocation payments

k. State fund travel expenses

l. Other purchases prohibited by UH-Downtown PS 01.A.08 and PS-05.A.01 - Entertainment Expenditures Policy.

D. Supporting Documentation

1. The Travel Card user is responsible for obtaining an itemized receipt or other form of supporting documentation for each purchase and uploading the documentation to Concur in the required timeframe

2. Employees uploading supporting documentation to Concur must ensure that the full credit card number is not visible on any receipts or backup documentation before they are uploaded to Concur. Only the last four digits of the card number may be displayed on uploaded documents.

3. The following information must be provided for business meals, as required by PS-05.A.01 Entertainment Expenditures Policy. Entertainment expenditures must be documented to show the following:

3.3.1. Identification of the persons or group being entertained. If a small group is being entertained (ten or fewer), the names of all attendees should be provided; for large groups (greater than 10), only the name of the guest(s) of honor should be provided along with the number of attendees.

3.3.2. A statement indicating the reason for such entertainment. The statement must reflect how the entertainment will benefit UHD and how the attendees will contribute towards the programs or activities being targeted (In the case of those funded from sponsored project funds, the benefit to the specified sponsored project).

3.3.3. The place of entertainment.

3.3.4. The date of the entertainment. If alcoholic beverages were served, the time that alcohol was served is also required as alcohol consumption is not permitted during regular business hours (before 5:00p.m. on Monday - Friday). This restriction also applies to employees who are traveling on University business and employees who work an alternative work schedule (7:00a.m.- 4:00p.m., 9:00a.m. - 6:00p.m., etc.).

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3.3.5. Approval from the responsible vice president if business meal total, including tax and gratuity (not to exceed 20%), is over $100 per person. The only exception to the $100 person limit is business meals involving the President, since it is sometimes necessary to exceed that amount when the President meets with distinguished guests. Business meals involving the President will be paid or reimbursed based on actual expenses, including gratuity, that are supported by receipts.

3.4 Receipts for entertainment expenses are required for reimbursement to faculty or staff members.

3.5 Payment for entertainment expenditures will not be made unless the documentation is complete. A request for required documentation will be forwarded to the appropriate authority when additional information or paperwork is necessary. If appropriate action is not taken to properly document the expenditure, the individual staff or faculty member must bear the cost of the entertainment.

3.6 Entertainment expenses cannot be charged to UHD contracts or grants unless such entertainment is specifically authorized by the terms of the contract or grant.

4. PayPal must not be used unless the vendor only accepts PayPal as an online payment method. If PayPal payments are needed, cardholders must obtain the following documents to support the purchases:

a. Screen snapshot of the vendor website indicating that the vendor is only accepting PayPal payments

b. Itemized receipt issued by the vendor

c. E-mail from PayPal confirming the purchase

E. Creating and Processing Expense Reports in Concur

1. All Travel Card transactions are loaded by the credit card bank to Concur daily.

2. Travel Card charges will appear in the cardholder’s queue (Individual Travel Card).

3. The cardholder or their delegate must first verify that an approved Travel Request exists in Concur for the business trip that is related to the Travel Card transaction. If so, they create an Expense Report in Concur for the business trip, if it is not already created, and assign Travel Card transactions to that Expense Report. If a Travel Request has not been approved, it must be created and routed for approval and must contain an explanation for submitting the Travel Request late.

4. The cardholder or their delegate will complete the Expense Report header and assign an expense type and cost center to each Travel Card transaction in the Expense Report and upload itemized receipts and supporting documentation in Concur in the required timeframe. Any policy violations or missing documentation must be noted by the Expense Report creator.

5. The Expense Report is then routed through electronic workflow to the appropriate certifying signatory for their review and approval. The certifying signatory must be someone other than the person who submits the Expense Report into workflow.

6. The certifying signatory reviews the Expense Report for appropriate cost center and expense type, adequate receipts and supporting documentation, and compliance with university travel policy.

7. When the certifying signatory approves the Expense Report, it is sent to Accounts Payable for final review and approval.

8. The certifying signatory may “Approve and Forward” the Expense Report to the traveler’s supervisor for approval, if needed. This is an optional step that may be needed when unusual transactions require additional review. After the supervisor approves, the Expense Report will go directly to Accounts Payable.

9. Travelers must submit their request for reimbursement, including required documentation, to the department business office no later than 60 days after travel is completed. Per IRS Regulations.

10. Cardholders are responsible for submitting Expense Reports in Concur to Accounts Payable no later than the 25th of the month or as stated in the monthly Travel Card email from the Coordinator/Administrator. If the 25th falls on a weekend or holiday, the due date will be the following business day unless otherwise announced by AP.

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F. Disputed Charges

1. If an erroneous charge appears in Concur, the cardholder must ask the vendor to reverse the charge.

2. If the vendor agrees to reverse the erroneous charge, the cardholder must write a memo indicating when the request was made and upload the memo to the appropriate Expense Report in Concur in lieu of an itemized receipt.

3. If the vendor refuses to reverse the erroneous charge or agrees to reverse the charge but does not do so by the end of the following calendar month (i.e., the month after the transaction occurred), the cardholder must complete the Fraudulent Transaction Form and send the form to the Travel Card Coordinator immediately. The bank requires that the dispute form be submitted to them no later than 60 days after the end of the billing cycle where the transaction originally appeared. The cardholder must upload a copy of the Fraudulent Transaction Form to the Expense Report as well.

G. Airfare Cancellations

1. If the airfare is refundable, the cardholder should verify that a credit appears in Concur by the end of the following calendar month. If a credit does not appear in Concur, the cardholdershould follow the steps indicated in Disputed Charges above.

2. If the airfare is non-refundable, the cardholder should notify the CDA (or designee) that the traveler can use the cancelled non-refundable ticket towards the next airfare purchase. The cancelled non-refundable ticket amount may be deducted from the next airfare purchase (exchange fees may apply). If the original airfare was booked through Concur, the credit will automatically appear when the traveler books a future flight in Concur.

H. Annual Training

Cardholders are required to complete online training annually to maintain their Travel Card or to continue to book travel in Concur. The online training requires each employee to acknowledge their responsibilities at the end of the session.

I. Lost/Stolen Cards

1. If a Travel Card is lost, stolen, or damaged, the Travel Card user must notify the bank immediately at 1-800-248-4553 (outside the U.S. call collect 1-904-954-7314). Representatives are available 24 hours a day to provide assistance.

2. The Travel Card user must notify the Travel Card Coordinator of the lost/stolen/damaged card within 24 hours.

3. If a Travel Card is found after it has been reported lost or stolen, it must be destroyed by cutting it in half. The same procedure applies if a card is damaged.

J. Cancellation of Cards

If a card is not lost or stolen, but needs to be cancelled for some other reason, the cardholder must notify the CDA (or designee).

1. **COLLEGE/DIVISION ADMINISTRATOR RESPONSIBILIES**

The College/Division Administrator is ultimately responsible for overseeing the use of Travel Cards within their college/division. Unless otherwise indicated, the CDA may delegate Travel Card administrative tasks to other individuals within their college/division but retains primary responsibility for ensuring that transactions are appropriately reviewed, approved, documented, assigned the correct cost center and account, and that the other tasks described below are completed in a timely manner. The CDA may request the inactivation or cancellation of a Travel Card within their college/division at any time at their discretion.

**PS 01.A.08 UHD Travel Card Guidelines**

A. Tasks that Cannot be Delegated by the College/Division Administrator:

1. Approving a Travel Card Program Application/Approval form for a new Travel Card

2. Requesting a change in the monthly spending limit for a Travel Card

B. Cardholder Maintenance

1. The CDA (or designee) must notify the Travel Card Coordinator by email when a Travel Card should be cancelled for one of the following reasons:

a. Cardholder no longer requires a Travel Card

b. Cardholder is transferred to a different department

c. Travel Card is lost, stolen, or damaged

d. Inappropriate use of Travel Card

2. The CDA must notify the Travel Card Coordinator by email of any Department Travel Card delegates. This request must come from the College/Division Administrator and cannot be delegated.

C. Processing Expense Reports for Travel Card Charges in Concur

The CDA (or designee) must ensure that all Travel Card charges for the previous calendar month are assigned to an Expense Report and submitted to Accounts Payable for approval by the 25th of the following month or as stated in the monthly Travel Card email from the Coordinator/Administrator.

D. Monitoring Pending Credit

The CDA (or designee) must closely monitor credits claimed by the cardholder. Each pending credit claimed by the cardholder should be followed by an actual credit entry in Concur Expense report. The CDA (or designee) should also verify that the cardholder submits a Statement of Disputed Item Form to Accounts Payable in a timely manner, if required.

* 1. Review for Irregular Transactions on Travel Cards

 The CDA (or designee) is responsible for identifying and investigating irregular transactions, such as transactions that do not appear to be related to travel or that do not appear to be business-related. If fraudulent activity is suspected, the CDA must report the suspected fraud in accordance with SAM 01.C.04, Reporting/Investigating Fraudulent Acts

F. Requesting Credit Limit Increase.

If Travel Card transactions cannot be processed because the amount exceeds the dollar limit of the Travel Card, the College/Division Administrator may email the AP Travel Manager to request a temporary or permanent increase in the monthly spending limit. This request must come from the College/Division Administrator and cannot be delegated.

G. Liability Balance

Once Concur Expense Reports are approved by AP, a nightly process transfers accounting information to the UH System Finance System. Vouchers and journals are created in the Finance System based on the entries in the Concur Expense Report. Any insufficient budget checking errors will be reported and resolved by the Budget office. If the budget checking error cannot be overridden (if, for example, no budget exists), AP will contact the Budget office and the CDA (or designee) who is responsible for monitoring their cost centers and for clearing the liability balance within 30 days. The balance of account 20113 must be zero at the end of the fiscal year.

H. Annual Training

College/Division Administrators and all employees who review or approve Travel Requests and/or Expense Reports in Concur must take annual online Travel Card training. The online training requires each employee to acknowledge their responsibilities before completing the session.

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1. **ACCOUNTS PAYABLE RESPONSIBILITIES**

The Travel Card program is administrated by Accounts Payable. General responsibilities of

Accounts Payable are as follows:

A. Provide Travel Card training to cardholders, College/Division Administrators, and others who review or approve Travel Requests and/or Expense Reports in Concur

B. Issue/cancel Travel Cards

C. Maintain Travel Card data

D. Process overrides requested by the CDA (or designee) for appropriate transactions

E. Process monthly spending limit changes requested by the CDA (cannot be delegated)

F. Report disputes submitted by cardholders to the bank

G. Create and process vouchers payable to the credit card bank in order to pay the total amount charged to Travel Cards using the AP cost center and Travel Liability account (20110)

H. Reconcile credit card bank charges with payments to the bank and verify the payments posted correctly in the bank’s system

I. Generate monthly Excel reports of all Travel Card transactions and post them to the finance share drive.

J. Setup Travel Card cardholders in Concur and update as needed

K. Review and approve Concur Expense Reports

L. Process vouchers/journals that are generated by the Finance System based on Concur Expense Reports that were approved by Accounts Payable.

1. **SANCTIONS FOR NON-COMPLIANCE WITH THIS POLICY**

**Category 1**

This category includes violations within category 1 as “inappropriate use” of the t-card. This can include using the t-card for purchases involving UHD contractor, Airfare, Hotel, and Car Rentals, etc. per fiscal year.

Unauthorized Charges-Cardholder

1. When authorized Travel Card users who allow someone else to use their Travel Card
2. Airfare that includes any non-business destination(s)
3. Personal purchases (including personal purchases by error)
4. Unauthorized charges should be coded as “Unallowed Charge on UHD Credit Card” in the Expense Type field in Concur.
5. In some instances, the bank will cancel an Individual Travel Card and issue a new card to replace it, such as when a card expires or if the card is lost or stolen. In such cases, the violations for the previous card will be transferred to the new card.

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1. Unauthorized use of travel card used by someone other than the cardholder (i.e. a cardholder sharing their t-card information). Only the Cardholder to whom the card is assigned is authorized to use the card, and this person is responsible for ensuring that all charges made with the card are in compliance.
* 1st offense: card will be suspended until retraining is completed
* 2nd offense: suspension of card for 90 days
* 3rd offense: suspension of card for six months and account is closed

**Category 2**

This category includes violations pertaining to t-card processing and documentation. This can include (but not limited to) late paperwork, missing receipts, missing signatures, etc. per fiscal year.

Lack of Supporting Documentation and/or Approval- Violations for Lack of Supporting Documentation and/or Approval include the following:

1. A Travel Request for the associated Travel Card transaction was not fully approved on or before the first date of travel
2. No itemized receipt (or other acceptable form of supporting documentation indicated in Section I.J.) is provided for the Travel Card transaction.
3. Non-travel charges, except for business meals and needed materials during travel status
4. Gratuity exceeding 20%
* 1st offense: email warning
* 2nd offense: card suspended until retraining has been completed
* 3rd offense: suspension of card for 90 days and account is closed

**Category 3**

This category covers violations involving non-cardholders making unauthorized purchases with a Travel Card. Examples include booking airfare, hotel, and/or rental cars without prior approval in Concur. Travel Cards must only be used for authorized university related expenditures. Personal use or expenditures that violate university policy are strictly prohibited.

If a non-cardholder mistakenly uses Travel Card for a non-university or unauthorized purchase, they should:

1. Immediately notify the cardholder to arrange a refund to the Travel Card, if possible.
2. If a refund is not possible, write a personal check payable to the University of Houston- Downtown for the full amount of the purchase. The check should be submitted to their department for deposit in the correct cost center and account where the expense will be recorded.

In either scenario, the cardholder must document the incident in the Expense Report, indicating that the purchase was accidental and noting any refunds or reimbursements made. These incidents and reports should be reported and submitted to Accounts Payable for review.

**IMPORTANT:** After three accidental unauthorized purchases per fiscal year (even if refunded), the non-cardholder will be subject to further consequences, outlined below:

* 1st Offense: email warning
* 2nd Offense: traveler/user must use personal funds for all transactions for 18 months by adding their own personal card on Concur profile. Additionally, retraining will be required.
* 3rd Offense: The traveler/user will be permanently required to use their personal card on their Concur profile for all future transactions.

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* 1. Annual Training Not Completed
1. If cardholders and College/Division Administrators do not complete annual Travel Card training within the required timeframe, their Travel Card will be inactivated until the training has been completed.
2. If College/Division Administrators, and others who review and/or approve Travel Requests and Expense Reports in Concur do not complete annual training within the required timeframe, Accounts Payable will suspend their access to Concur until the training has been completed.
	1. Liability Balance Not Zero at Year End

If the Concur Travel liability balance is not zero at the end of the fiscal year, the associated Travel Card will be inactivated until the liability balance is cleared.

Reference : UH-Downtown/PS 01.A.08

 Entertainment Expenditures/ PS 05.A.01

 [IRS Publication 463](http://www.irs.gov/pub/irs-pdf/p463.pdf)