



# **Travel Card Program (T-Card)**



# What is a Travel Card?

- A special Visa credit card issued by the University of Arkansas through US BANK to be used for official travel associated with an approved Travel Authorization. Charges are downloaded and paid by the University of Arkansas.
- No personal cards are offered by US BANK (as with the former vendor) the sponsored card is the only type available.
- This card is issued to you as an individual however no credit check/credit reporting is done to you as an individual





# **Who is Eligible for a Card?**

1. Those people in the department who are responsible for the travel processing for employees, guests, students, etc.

**OR**

2. Those employees who travel via 'air' a minimum of 3 times per year and incur expenses in the amount of approximately \$2,000.



# Types of T-Cards Available:

There are two types of T-Cards available:

1. Administrative T-Card: With the administrative T-card, the cardholder has the ability to make charges for airfare, registration, and locally rented and returned vehicles on behalf of themselves and other employees. NOTE: Membership fee may be paid when it is required to purchase registration fee only, car rental from Enterprise or Hertz only.
2. Traveler T-Card: With the Traveler T-card, the cardholder has the ability to make charges for airfare, registration (NOTE: Membership fee may be paid when it is required to purchase registration fee only), lodging, meals, parking, tolls, internet usage, gasoline, car rental, taxi, supplies and other miscellaneous expenses related to the travel. Note: charges can be made for the designated traveler only, each employee must utilize their own card. Exception: Group travel including students where ALL expenses are paid by T-Card



# **Benefits of using a T-Card**

- Time and monetary savings
- Internet purchasing
- 24/7 purchases possible
- Freedom of choice
- Additional flight and baggage insurance provided
- Replaces or reduces the amount of travel advance or personal funds needed
- Can be used for international travel

# With Freedom Comes Responsibility





# TCard Usage

- **Monthly Spending:** The maximum monthly expenditure limit per card is \$5000. There is a \$2000 per transaction limit. Your limit may be temporarily or permanently increased or decreased with approval from the Travel Office.
- **Credit Limit:** Departments are expected to request a limit that accurately reflects an individual's usage and to perform a monthly review of each cardholder's transactions.
- **NOTE:** First-Class Airfare is **NOT** allowed per University policy, regardless of payment method.
- **Filing claim within 30 days:** Receipts must be returned to departmental representative for processing within five (5) days of the return of the trip and the claim must be processed within thirty 30 days.



# Making A Purchase

- **Purchasing In Person** – The Cardholder takes the T-Card to the supplier and verifies the supplier accepts the Visa card.
- **Phone Orders** – The Cardholder may telephone an order to a supplier.
- **Internet Orders** – The Cardholder may use the internet or electronic mail to submit an order to a supplier.





# University Preferred Vendors

- **Preferred Vendors:** Although we do encourage you to continue using our primary suppliers (for air and rental car), you are not required to do so. There are benefits that you do receive with our primary suppliers that may not be available via other vendors.
- **Tools Available:**
  - Online booking and comparison of various airlines using the Carlson Wagonlit “Get There” booking tool
  - Pre-negotiated discounts and excellent service by primary suppliers



# Additional Requirements

- **Rebates** – Any credits or rebates received by the Cardholder as a result of a T-Card transaction shall be deposited back into the appropriate departmental account and documentation reflecting the transaction shall be sent to Business Affairs to image into the FYI system.
- **Promotional** type items received as the result of a T-Card transaction shall become the property of the University and shall be utilized by the applicable University department.



# **Circumstances for** **Decline of Card**

**Contact the travel office in order to resolve any of the following issues (override subject to policy approval):**

- You have exceeded your designated monthly limit
- You have exceeded your one-time transaction limit (\$2,000)
- You attempt to use the card for a blocked merchant category

# Non-Allowable Expenses

- ATM Charges
- Personal Purchases
- Official function meals where no travel is involved (\*new policy)
- First class airline tickets
- Alcohol
- Traveler T-Card: expenses of another employee NOT allowed



# Cardholder Responsibilities

- Obtain departmental approval to request a T-Card
- Complete training and sign cardholder agreement prior to issuance of a T-Card
- Complete a TA prior to each trip
- Turn in receipts in a timely manner (processing required within 30 days) We accept copies by mail, email and fax
- Keep your T-Card and account number confidential
- Use the T-Card for University travel ONLY
- Use the card as mandated, and remember non-allowable purchases (no first class tickets, personal purchases)
- Report any fraudulent charges (those reported in a timely manner are reimbursed by US Bank)





# Cardholder Responsibilities

## Cont.

- You **MUST** obtain itinerary and detailed receipts for applicable transactions and provide to the departmental person responsible for approving the charges in the BASIS system
- Receipts are **NOT** required for per diem meals and taxi under \$25. All other receipts are required.
- No cash refunds for returns
- Understand that intentional misuse or abuse of the T-Card will result in immediate revocation of charging privileges and possible disciplinary and legal action



# Cardholder Responsibilities Cont.

- Return your T-Card to the Travel Office or Credit Card Administrator immediately upon termination of employment or if no longer using the T-Card
- Ensure that the card is used for University travel only, in the manner described.



# Lost or Stolen Cards

- Must be reported within 48 hours; please report immediately to US BANK at 1-800-344-5696 (24 hours a day, 365 days a year).
- If reported promptly, the University's liability is limited with card holder insurance covering the remainder.
- Notify the Travel Office at the first opportunity during normal UA business hours at 479-575-8414 or 479-575-7951





# T-Card Cycle Reconciliation

- All transactions must be approved within the designated monthly cycle and charges reallocated to the appropriate cost center number(s).
- An approved Travel Authorization **MUST** be completed PRIOR to approval of charge. This TA number is required when approving the downloaded charge.
- All itinerary/receipts must be received in the Business Affairs office within five(5) days after the monthly cutoff date.
- **NOTE:** Regardless of whether an individual approves the charges, US BANK will be paid. Charges that have not been approved will be flagged and subject to audit review and possible suspension of privileges.



# Monthly Transaction Cycle

- Begins approximately the 17<sup>th</sup> or 18<sup>th</sup> day of each month and ends at the corresponding date the next month (see EBP for specifics).
- All administrative T-Card charges must be approved by the cut-off date and receipts imaged into FYI within five (5) days after the monthly cut-off date.
- All traveler T-Card charges must be approved on a claim within five days of the trip ending date. Charges are considered past due after 30 days of trip ending.



# **Ways to Lose Your T-Card Privileges**

- Not processing a Travel Authorization prior to the trip
- Charges not being approved in the BASIS system
- Failure to forward your detailed itinerary/receipts for charges and/or credits so they can be imaged into FYI
- Making a personal purchase



# **Consequences of Inappropriate Card Use – 1<sup>st</sup> offense**

- **Inappropriate Card Use is defined as:** A deliberate act to circumvent Travel policies or regulations in relation to use of the T-Card.

## **First Offense will result in the following:**

- Written email warning from Travel Office
- Additional training will be offered



# Consequences of Habitual Inappropriate Card Use

If charges are not approved within 60 days the following may result:

- Written email warning
- Temporary or permanent suspension of the card
- Payroll deduction to recover amount charged
- User and TARGET approver will be notified by e-mail
- To reinstate privileges:
  - Memo from user's TARGET approver giving adequate justification
  - If approved by the Travel Office, user must attend T-Card training again



# **Suspected Fraudulent Card**

## **Use**

- Immediate suspension of card
- User and TARGET approver will be notified by e-mail
- Internal Audit will be notified immediately
- Possible criminal investigation and prosecution
- Termination of employment



# TCard Listserv

- You will automatically be added to the listserv maintained by the Travel Office.
- Please read ALL messages that are placed on the listserv – they are **IMPORTANT!!!**



# **Need Help?**

## **Contact the Travel Office**

**Karen M Jones**

**Ph: 575-8414**

**Email: [kmj004@uark.edu](mailto:kmj004@uark.edu)**

**Carol Wade**

**Ph: 575-7951**

**Email: [cawade@uark.edu](mailto:cawade@uark.edu)**

**Rosa Hattabaugh**

**Ph: 575-5363**

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# FAQ's & Forms

- Frequently asked questions are available at <http://tcard.uark.edu>.
- Forms, quick reference guides, and TCard cardholder guides are all available at the same website.