

POLICY STATEMENT

Subject: IUP Travel Card Program

Date: February 15, 2010

Distribution Code:
B, D, G, H, I

Reference Number:

Addition
Deletion
New Item

Originating Office: Finance

President's Approval

Jony Alvarado 2/17/10

1. PURPOSE:

IUP's Travel Card Program is designed to simplify travel related issues for employees who travel frequently for IUP business. This policy defines the limits and acceptable uses of the IUP Travel Card.

2. SCOPE:

The Travel Card Program will reduce the use of Hotel Orders. Lodging will no longer be a problematic issue for the frequent traveler. This card program is for **OFFICIAL UNIVERSITY TRAVEL ONLY**.

3. OBJECTIVE:

The Travel Card Program will reduce paperwork for both the Travel Office and the traveler. Payments to vendors will be made via the Visa credit card system. Accounts Payable will make all payments to the issuing Visa bank.

4. POLICY:

The Travel Card shall be used by University employees who have attended travel card training, received a copy of the University's Travel Card Program Policy, and have signed a Cardholder Agreement acknowledging receipt of the above and the willingness to comply with all provisions therein.

A. The Card Administrator shall provide training sessions and documents to employees in order to fulfill the above mandatory requirements.

B. Financial Managers may authorize issuance of a card to employees. In doing so, the Financial Manager accepts **full responsibility** for all uses of the Travel Card by the employee.

C. Use of the Travel Card shall be limited to the following conditions:

1. The total cost of a single purchase transaction shall not exceed a Cardholder's single purchase limit. The single purchase limit will be \$1500, within budget availability. The single purchase limit shall be adjusted from time to time at management's discretion with applicable statutory limits. The single purchase limit may be increased on an individual basis with written authorization of the Vice President for Administration and Finance.
 2. Payment for a purchase shall not be split into multiple transactions to stay within the single purchase limit.
 3. Total monthly purchase transactions shall not exceed the Cardholder's monthly purchase limit of \$7,500, within budget availability. The monthly purchase limit shall be adjusted from time to time at management's discretion within applicable statutory limits.
- D. The Travel Card **shall not be used** to purchase any item prohibited by law, policy, or regulation as referenced in the Purchasing Guidelines or as specified below:
1. Use of the card is for official university business only. The card is not to be used for personal purposes. **(Strictly Prohibited)**
 2. The card may not be used to purchase personal items with the intention of reimbursing the University after the purchase. **(Strictly Prohibited)**
 3. The card may **not** be used to purchase any of the following specific items:
 - Subsistence
 - Cash advances
 - Gifts or gift certificates
 - Licensed software
 - Telephone calls/monthly service
 - Annual contract maintenance
 - Contractual services
 - Construction and renovation
 - Copying or printing
 - Public advertising
 - Live animals
 - Nuclear materials
 - Alcohol, tobacco products, or controlled substances
 - Weapons or ammunition
 - Office Supplies
 4. Exceptions to the purchase restrictions as listed under item 4.D.3 above, may be granted in writing by the Vice President for Administration and Finance.

5. DEFINITIONS:

Financial Manager: Employee authorized to initiate or approve expenditures out of a specific University cost center.

Monthly Purchase Limit: A dollar amount limitation of all Travel Card transactions of a designated cardholder within the same transaction month.

Travel Card: University Visa card to be used for official university business travel.

Travel Card Administrator: The person responsible for management of the program, including approval or coordination of approval of all policies, procedures, and requests for card issuance.

Travel Cardholder: Employee who has been issued a Travel Card and who is authorized to make purchases in accordance with these procedures.

Single Purchase Limit: A dollar amount limitation on a single purchasing transaction.

Vendor: A merchant from which a cardholder is purchasing goods/services under the provisions of this program.

6. RESPONSIBILITIES:

A. The Cardholder is responsible for:

1. Complying with all purchase limits as outlined in Sections 4C and 4D of this policy.
2. Complying with IUP Travel and Purchasing Policies and IUP Travel Card Procedures.
3. Complying with timeframes for submission of purchase supporting data and requests for documentation as established by the Travel Card Administrator.
4. Ensuring purchase costs are reasonable.
5. Making official University business purchases only.
6. Informing vendors of the University's tax-exempt status.
7. Retaining itemized receipts for all card purchases to be submitted as documentation with monthly statement.
8. Verifying that all purchases listed on statement are accurate.
9. Resolving erroneous charges with vendor or Travel Card company.
10. Completing monthly expense report and identifying Cost Center to be charged for each item purchased.
11. Safeguarding his/her Travel Card.
12. Reporting lost/stolen Travel Card immediately according to Travel Card Procedures.

- 13. Reviewing and authorizing charges against his/her Travel Card.
- 14. Returning the Travel Card upon termination of employment with the University.

7. PROCEDURES:

Refer to the IUP Travel Card Guidelines and Procedures Document

8. REVISION:

Not applicable

9. PUBLICATIONS STATEMENT:

Not Applicable

10. DISTRIBUTION:

Distribution
Code

Description

B

All Budget Coordinators

D

All Deans and Department
Chairpersons

G

Senior Administrators

H

President's Staff

I

Vice Presidents