

# UConn



## Travel Card User Manual

*April 23, 2020*

# UConn

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## 1. INTRODUCTION

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### 1.1. Overview

Welcome to the University of Connecticut Travel Card Program (the "Program"). The University Travel Card is a university-liability J.P. Morgan Chase ("JPMC") MasterCard credit card program used in conjunction with UConn's Concur travel and expense system. The Travel Card, which is an expansion of the University's Purchasing Card ("Pro-Card") program, is used for travel-related expenses incurred while conducting legitimate University Business. UConn Travel Card expenses are directly paid by the University to JPMC. However, Travel Cardholders are responsible for reconciling their transactions within Concur by assigning them to an Expense Report with the appropriate expense type and KFS account number(s).

Under the direct authority of University Business Services' Associate Vice President and Chief Procurement Officer, the Travel Card Program assists faculty and staff traveling on behalf of the University by providing a method to pay University travel-related expenses. The Travel Card also accommodates a faster, more streamlined expense reporting process in the Concur travel and expense system. This manual provides Travel Cardholders with guidance on best practices that help to ensure compliance with University policies, as well as federal and state laws when using an issued Travel Card.

### 1.2. Policy Statement

The University Travel Card may be used only for legitimate University travel purchases. The Travel Card may not be used for personal expenditures or to obtain store credit; it may only be used to conduct University Business. Travel Cardholders are responsible for identifying any overpayments or improper charges as well as ensuring the bill is reconciled correctly. The University must retain ownership of all items purchased using the Travel Card.

### 1.3. Purpose

This policy and related procedures are designed to ensure that use of the Travel Card is compliant with and conforms to the University's travel and expense policy.

The University Travel Card reduces the time and effort involved in the expense reporting process for University employees, automates the approval process, and improves reporting on University travel destinations and suppliers. New Travel program capabilities help the University to locate travelers in the event of an emergency, assists with required reporting, and strengthens the University's negotiating position for improved pricing and services with travel suppliers.

### 1.4. Benefits of using the Card

The following illustrate the benefits of using the Travel Card:

- The credit line on your personal credit card is not tied up with business expenses, reducing your out of pocket expenses

- Travel Cardholders will see their Travel Card transactions on a daily basis, simplifying the tracking of reimbursable business expenses. Expense Reports are easier to prepare by using the card charges that are imported into Concur resulting in less forgotten reimbursements
- Additional Insurance coverage.
  - Worldwide Travel Accident Insurance \$500,000
  - Common Carrier Baggage Reimbursement \$1,250
  - Master Rental Car Collision Damage Waiver
  - Hotel/Motel Burglary Reimbursement \$1,000

[Visit for additional benefits.](#)

1.5. Definitions

**Accounts Payable**

Department within the Office of the Controller responsible for processing supplier invoices, credit memos, check requests, travel and non-travel expense reimbursements.

**Approval Authority**

Permission to approve transactions for execution. This approval attests to the accuracy, validity, and appropriateness of the transaction within the University's program objectives and budgetary authorizations. Transaction approval may be performed electronically in accordance with system requirements.

**Approver Role**

In the approver role, the University employee with the designated authority reviews and approves expenses for each of their assigned travelers as they are submitted. Typically, the approver is the Travel Cardholder's direct supervisor in Core-CT. See "Additional Responsibilities" section for more detail.

**Concur Travel and Expense Management System (Concur)**

The travel management software solution used by the University to automate the reporting, approving, and processing of travel and non-travel Expense Reports. All charges incurred by the Travel Cardholder are automatically uploaded to this system to facilitate the expense reporting process.

**Delegate**

There are three types of delegates for Expense Reports related to Travel Cards. They are as follows:

1. A *Preparer Delegate* can prepare, but cannot submit Expense Reports for another individual.
2. An *Approver Delegate* can approve Expense Reports on behalf of another individual. (To be an Approver Delegate, you must already have Approval Authority.)
3. A *Previewer Delegate* can view submitted Expense Reports on behalf of an Approver, however they will not be able to approve these reports.

**Expense Report**

A report that tracks expenses incurred by a Travel Cardholder while he/she is traveling for Legitimate University Business.

**Expense Type**

An expense type identifies how a particular service or commodity expenditure is classified. All expense types are mapped to the appropriate object code in KFS.

**Fiscal Officer Role**

In the fiscal officer role, the designated individual provides day-to-day oversight on how the funds of an account are spent, managed. The fiscal officer is also responsible for reviewing and approving Travel Card transactions.

**Kuali Financial System (KFS)**

A financial system used by the University to process accounting transactions, manage budgets and balances, conduct purchases, payments and reimbursements, monitor cash and receivables, as well as other financial functions.

**Office of the Controller**

The University's accounting unit responsible for overseeing and providing high quality, efficient, effective, and accurate financial services to faculty and staff, as well as to students and other customers.

**Reconciliation**

The process of moving Travel Card transactions and attaching the corresponding receipts to the appropriate Expense Report for review and approval.

**Travel Cardholder**

A University employee who is authorized to incur legitimate travel related expenses on behalf of the University. A cardholder's name appears on the issued Travel Card.

**Travel Cardholder Agreement**

An agreement signed by a Travel Cardholder attesting that they understand the obligations outlined and those set forth in the Travel and Entertainment Policy and Procedures, and agree to comply with these obligations when using the Travel Card.

**Travel Card**

A card issued to authorized University employees to incur legitimate travel related expenses on behalf of the University.

**Traveler Type**

There are two (2) traveler types on the Travel Card application: Standard (monthly spending limit \$5000) and Frequent (monthly spending limit \$10000). When choosing traveler type on the application, consider the spending limit associated with each.

### **Legitimate University Business**

Activities that support the academic, research and operational missions of the University; travel expenses related to these activities are able to be charged using the Travel Card.

### **Procurement Solutions Center Manager**

The Procurement Solutions Center Manager and his/her designee is responsible for Travel Card issuance, account administration and spending limit management within the Travel Card plan approved by the Associate Vice President of University Business Services and Chief Procurement Officer. The Procurement Solutions Center Manager, Nancy Patrylak, can be contacted at (860) 486-2622 or by email at [pcard@uconn.edu](mailto:pcard@uconn.edu).

### **University Business Services (UBS)**

A University service unit reporting into the Executive Vice President for Administration and Chief Financial Officer, responsible for establishing, maintaining and implementing the University's procurement policies and procedures. UBS monitors and offers guidance on the proper use and maintenance of the Pro-Card and Travel Card Programs.

### **University Funds**

All operating and non-operating revenues of the University. For the purposes of this policy, University Funds also include grant funds managed or administered by the University, unless the terms of the grant contract clearly authorize a usage not consistent with this policy. University Funds do not include funds from or belonging to the UConn Foundation.

#### 1.6. Contacts

If you have any questions regarding the Program, or the appropriate use of the Travel Card, please contact Nancy Patrylak, University Procurement Solutions Center Manager, at:

#### **University Business Services**

##### **Procurement Services**

3 Discovery Drive, Unit 6076  
Storrs, Connecticut, 06269-6076

**Nancy Patrylak**, Procurement Solutions Center Manager

p 860.486.2622

f 860.486.5051

e [pcard@uconn.edu](mailto:pcard@uconn.edu)

or

**Elise Fiorentino**, Financial Assistant

p 860.486.5924

e [pcard@uconn.edu](mailto:pcard@uconn.edu)

## **2. NEW TRAVEL CARDS**

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#### 2.1. Eligibility and Application

Use of the Travel Card is a privilege and is provided to all eligible:

- University employees, including Graduate Assistants, pending direct supervisor and Dean, Director, or Department Head approval.
- Special Payroll employees may be eligible on an exception basis.
- Undergraduate Student and Student Workers are not eligible.

Travel Cards must be requested by completing the online form <https://travel.uconn.edu/2019/11/15/1537-2-2/>. Refer to the Travel Card Application Process documentation for additional details. Each cardholder must complete Travel Card training, and successfully pass the prior to application.

## 2.2. Application Approvals

Travel Card applications will route for approval through workflow to the applicant's next level supervisor (as defined in CORE-CT) and dean, director or department head. Upon receiving departmental approval, the application will route to UBS Travel Card Administration for final review and processing.

## 2.3. Cardholder Application and Agreement

The Travel Card Online Application form and Travel Cardholder Agreement must be completed by the employee and approved by the Procurement Solutions Center Manager, Supervisor and Dean/Director, as applicable. Incomplete applications will be returned to the applicant. Please note the applicant is certifying they have attended the online Travel Card training, reviewed the Travel Card Manual and read the Travel Cardholder Agreement. The Travel Card Online Application form and Travel Cardholder Agreement can be found here <https://travel.uconn.edu/2019/11/15/1537-2-2/>.

## 2.4. Required Training

Cardholders must complete required training in order to receive a Travel Card. The training is available in the University's Saba learning management system and the associated quiz must be completed with a final score of 85% or higher to be eligible as a Travel Cardholder.

## 2.5. Card Delivery

Once the application is approved and the required online training is completed, the Travel Card will be delivered directly to the Procurement Solutions Center Manager and the cardholder will be contacted when it is ready for pickup. The back of the Travel Card should be signed upon receipt.

**Note:** For planning purposes, normal Travel Card processing time is 5-10 business days after approvals are obtained and training is completed. Therefore, prospective Travel Cardholders are urged to plan accordingly to ensure timely receipt of a newly issued Travel Card.

## 2.6. Card Activation

Upon receipt of the Travel Card, Cardholders must contact JPMC by calling the telephone number provided on the sticker on the face of the card.

## 2.7. Card Validity Period

Travel Cards are valid for three (3) years from the date of issue. Expiration dates are printed on the Travel Card.

### 3. RENEWAL CARDS / CARD CANCELLATION / CARD SUSPENSION

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#### 3.1. Renewal Cards

The Travel Card will expire on the date embossed on the card's face and will be automatically renewed. Approximately two (2) weeks prior to the expiration date, a renewed Travel Card will be sent by JPMC to the UBS Procurement Solutions Center Manager. Travel Cards will be distributed upon successful completion of the card renewal training refresher and quiz.

#### 3.2. Card Cancellation by Cardholder

Travel Cardholders who want to cancel their Travel Cards should email Nancy Patrylak, Procurement Solutions Center Manager, at [pcard@uconn.edu](mailto:pcard@uconn.edu) or call at (860) 486-2622. The Travel Card should be shredded (by employee) upon cancellation.

#### Card Cancellation by UConn

The Travel Card is valid only while the Travel Cardholder is on active payroll status and while the cardholder is using the Travel Card in accordance with University policies. UBS monitors the payroll status of employees with the assistance of the University's Department of Human Resources, who provides the Procurement Solutions Center Manager with a monthly report of departing employees. Using the departing employee's report, if the Procurement Solutions Center Manager or his/her designee identifies a Travel Cardholder who is also an employee with an inactive payroll status, the previously issued Travel Card is cancelled.

Note: Cancelled Travel Cards should be collected and shredded (by the stakeholder department) upon cancellation.

#### 3.3. Card Suspension by UConn

Improper, fraudulent, abusive, or negligent use of a Travel Card is prohibited. Examples of this usage include any use of University Travel Cards at establishments or for purposes that are inconsistent with University policies, state and federal laws. Under the authority of the Associate Vice President and Chief Procurement Officer of UBS, the Procurement Solutions Center Manager reserves the right to suspend a Travel Card at any time.

#### 3.4. Reactivating Suspended Cards

A suspended Travel Card can be reactivated, using the same card number, when:

- The Associate Vice President for University Business Services and Chief Procurement Officer has determined the Cardholder is eligible to continue using the Travel Card; **or**
- The Procurement Solutions Center Manager, in consultation with the Associate Vice President for University Business Services and Chief Procurement Officer, has determined the Travel Cardholder is eligible to continue using the Travel Card;

#### **AND**

- Written approval is received from the next level supervisor of the impacted Cardholder (as defined in CORE-CT) and Dean, Director or department head.

## 4. USAGE RESTRICTIONS AND LIMITS

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### 4.1. Usage Restrictions

The Travel Card is intended to pay for expenses incurred while travelling on legitimate business on behalf of the University.

Restricted charges include, but are not limited to, the following:

- Alcoholic beverages
- Personal charges
- Non-business related charges
- Personal car expenses or repairs
- Personal car gas

### 4.2. Spending Limits

During the online application process, limits are established based upon frequency of travel. Changes to spending limits can be requested by emailing Nancy Patrylak, Procurement Solutions Center Manager, at [pcard@uconn.edu](mailto:pcard@uconn.edu) or calling at (860) 486-2622.

### 4.3. Declined Transactions

Common reasons for declined transactions may include, but are not limited to, the following:

- Restricted merchant category code (MCC);
- Merchant has incorrect Travel Card expiration date; or
- The Travel Card's specified allowable spending limit is exceeded.

If a Travel Card purchase is declined for a reason unclear to the cardholder, JPMC can be contacted for clarification by calling the Customer Service number on the back of the Travel Card.

**Note:** In the event that your Travel Card is declined, malfunctions or misplaced/lost, it may be necessary for you to use an alternate method of payment (e.g., personal credit card) to cover your legitimate travel expenses until the University can determine the cause of the card being declined or simply not working. If this happens, be sure to keep records of your legitimate travel expenses so you can seek reimbursement when you return from travel.

### 4.4. Emergency Transactions

All requests for emergency temporary changes or exceptions to a Travel Card's single purchase limit or monthly credit limit must be submitted to: Nancy Patrylak, Procurement Solutions Center Manager, at [pcard@uconn.edu](mailto:pcard@uconn.edu) or calling at (860) 486-2622. Email requests for emergency transactions must contain the word "EMERGENCY" in the subject line in order to be promptly processed.

## 5. PROPER USE AND MISUSE GUIDELINE

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### 5.1. Proper Use

Travel Cardholders and Approvers are responsible for ensuring that all charges comply with University policies and are properly itemized, supported by a Legitimate University Business purpose and receipts, approved and submitted via Concur.

The following list provides examples\* of travel-related business transactions proper for the Travel Card:

- Air, rail, bus, taxi, and shuttle transportation
- Car and van reservations and rentals and gasoline for rental vehicles
- Meals incurred while on business related travel (if not claiming per diem)
- Refundable hotel deposits
- Hotel reservations, guarantees and accommodations
- Incidentals, including phone calls, faxes, hotel parking, and Internet connectivity
- Conference fees
- Venues for events, such as hotels and other facilities

\* Exceptions to this list may be made on a case-by-case basis by contacting Nancy Patrylak, Procurement Solutions Center Manager, at [pcard@uconn.edu](mailto:pcard@uconn.edu) or calling at (860) 486-2622.

### 5.2. Compliance with Expenditure Policies

All Travel Card transactions must be reasonable, necessary and made in compliance with the University's Travel policy relating to expenses located at <https://travel.uconn.edu/wp-content/uploads/sites/481/2014/01/Updated-Policy-FY18-12.01.17.pdf>.

Note: The University of Connecticut is a governmental agency of the State of Connecticut. Transactions made with the Travel Card may be tax-exempt in Connecticut and several other states. The University's tax exempt number is 06-0772160 UOC67000 (See Section 8.2 of this Manual).

### 5.3. Compliance with Sponsored Program Policies

Travel Cardholders who are allocating expenses to a sponsored program account must be in compliance with their respective sponsoring agency's policies and guidelines.

For example, Travel Card expenditures allocated to a sponsored program account must comply with the following:

- **Government Unallowable Allocations** – Government Unallowable Allocations must be clearly identified in the Expense Report in Concur. Government Unallowable purchases cannot be allocated in to a sponsored-project account.

- **Prepaid Travel** – All travel must be completed within the performance period of the sponsored program. Prepaid travel costs (e.g., airfare and registration fees) may not be charged to a sponsored program when actual travel or training occurs after the end date of the award.
- **US Flagship Carrier Use** – The “Fly America Act,” 49 U.S.C. 40118, requires all University travelers to use United States air carriers for all air travel and cargo transportation services supported by Federal funds. One exception to this requirement is transportation provided under a bilateral or multilateral “Open Skies” air transport agreement, to which the United States government and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act. More information is available at <http://www.gsa.gov/portal/content/103191>.
- **Lowest Available Airfare Purchase** – Airfare costs in excess of the lowest available commercial discount airfare, Federal Government contract airfare or customary standard (coach or equivalent) airfare, are unallowable except when such accommodations would: require circuitous routing; require travel during unreasonable hours; excessively prolong travel; greatly increase the duration of the flight; result in increased costs that would offset transportation savings; or offer accommodations not reasonably adequate for the medical needs of the traveler.

Travel Cardholders allocating their expenses to a sponsored program account should direct questions regarding allowability to the fund specialists assigned to their department or the [Office of the Vice President for Research](#).

#### 5.4. Card Misuse

The Travel Card is a University-liability credit card that may not be used for personal expenses. The University has responsibility for paying Travel Card charges directly to JPMC. The Travel Cardholder is personally responsible for repaying the University for all non-reimbursable Travel Card charges. Travel Cardholders who incur personal expenses using the Travel Card are responsible for reimbursing the University for all such personal charges.

The following list provides examples of misuse categories:

- Use of card for personal purchases
- Use of card by individual other than cardholder
- Use of the card to purchase restricted item as identified in this training
- Use of the card in excess of assigned cardholder limits, available budget and/or after the expiration date of a grant or contract
- Splitting charges at point of sale to avoid single transaction limits of \$4,999
- Re-allocation of non-grant expenditure to grant account
- Inappropriate re-allocation
- Failure to reallocate charges within 15 days of trip end date

- Use of card for purchasing items outside of or conflicting with UConn's Travel Policy

If a payment is made by the University for a transaction that is not in compliance with the policy, the Travel Cardholder must immediately provide written notification to their Fiscal Officer and/or the Procurement Solutions Center Manager, including any supporting documentation and method of repayment. Options for repayment include, but are not limited to:

- Return of the credit balance on the Travel Card account
- Payment by personal check
- Payroll deduction

Travel Cardholders must use their Travel Cards according to these and other University policies and procedures. Travel Cardholders who do not comply with these policies and procedures, as well as state and federal laws, may have their cardholder privileges revoked. Misuse of the Travel Card may result in disciplinary action, up to and including termination of employment.

**Note:** Revocation of Travel Card privileges may be extended to include the Pro-Card, if the cardholder is also a University Pro-Cardholder.

#### 5.5. Audit and Misuse Investigation

University employees must report known or suspected misappropriations, regardless of magnitude, to their immediate supervisor, manager, department chair or dean. Supervisors, managers, department chairs or deans must then inform the Procurement Solutions Center by emailing Nancy Patrylak, Procurement Solutions Center Manager, at [pcard@uconn.edu](mailto:pcard@uconn.edu) or calling at (860) 486-2622. Individuals wishing to report suspected incidents on an anonymous basis may call the Anonymous REPORTLINE at 1-888-685-2637.

## 6. CARDHOLDER AND APPROVER / DELEGATE RESPONSIBILITIES

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### 6.1. Securing Cards

Travel Cardholders are expected to keep their Travel Cards in a secure location at all times. The only person authorized to use the Travel Card is the person to whom the Travel Card is issued. Lending or sharing of Travel Cards, may be considered a misuse of the card.

### 6.2. Verification of Card Charges

Each Travel Cardholder is responsible for verifying charges in Concur in a timely manner. Charges appear in Concur within 1-3 days of the transaction date. The Travel Cardholder should review the charges on the available expenses tab and report or dispute any fraudulent charges.

### 6.3. Disputing Card Charges

Travel Cardholders are responsible for promptly disputing any charge suspected to be erroneous or fraudulent in Concur and then working with the merchant and JPMC to resolve the disputed charge. Charges can only be disputed with the bank within 60 days from the date the transaction is posted.

6.4. Reporting Lost or Stolen Cards and Fraudulent Charges

Each Travel Cardholder is responsible for safeguarding the Travel Card at all times to limit the University's liability. If a Travel Card is lost or stolen, the cardholder shall immediately contact:

- JP Morgan Chase at 1-800-848-2813; and
- UConn's Procurement Solutions Center Manager, Nancy Patrylak, at (860) 486-2622

6.5. Retaining Receipts

All documents associated with financial operations are state records and must comply with state regulations, regardless of format. Travel Cardholders are responsible for uploading their receipts (e.g., invoices, receiving/shipping information, etc.) into Concur in accordance with the University Travel and Entertainment Policies and Procedures. Travel Cardholders may dispose of their receipts without prior authorization from the Office of the Public Records Administrator ("OPRA") after the cardholder:

- Uploads their receipt into Concur;
- Receives full approval of their expense report within Concur; and
- Receives full approval for reimbursement for the Travel Card transactions supported by the receipts.

For general information, please visit UConn's Office of Audit Compliance & Ethics website for further information on the policies for record retention and destruction of documents at <http://records.compliance.UConn.edu/>. For specific instructions on destruction procedures for reformatted records (i.e., documents scanned into Concur), please visit <http://records.compliance.uconn.edu/forms/>. For questions or assistance on record retention or destruction of documents, please contact either Betsy Pittman, University Archivist and Records Management Liaison Officer, at (860) 486-4507 or Laurie Neal, Privacy Officer in the Office of University Compliance, at (860) 486-4805.

6.6. Processing Expense Reports

Travel Cardholders are responsible for reconciling Travel Card transactions by completing an Expense Report. Information about expense reporting is provided in the required Travel Card training and on UBS' Travel Card website located at <https://travel.uconn.edu>.

Processing a timely manner is important to ensure expenditures are correctly reported. Expense Reports should be completed and submitted within 15 days of completion of travel. If transactions are not expensed within 60 days of completion of travel, they may be tax reportable to the traveler.

## **7. ADDITIONAL RESPONSIBILITIES**

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7.1. Next Level Supervisor Responsibilities

Supervisors have the following responsibilities with respect to direct report employees who have been issued a Travel Card:

- Approve or reject online Travel Card applications

- Review Expense Reports to confirm legitimate use
- Report a Travel Cardholder's departure from the department or the University to the Procurement Solutions Center Manager

7.2. Dean, Director, Department Head Responsibilities

Senior staff has the following responsibilities with respect to departmental staff members who have been issued a Travel Card:

- Establish and monitor department-level procedures to ensure that expenses and amounts charged by Travel Cardholders are in compliance with departmental procedures, spending limits and budgets, and with the University Travel policy
- Approve or reject online Travel Card applications
- Approve spending limit changes subsequent to the application process
- Assist with any Travel Card audits or investigations
- Report a Travel Cardholder's departure from the department or the University to the Procurement Solutions Center Manager

7.3. Fiscal Officer Responsibilities

Fiscal Officers have the following responsibilities with respect to departmental staff members who have been issued a Travel Card:

- Report a Travel Cardholder's departure from the department or the University to the Procurement Solutions Center Manager
- Assist with any Travel Card audits or investigations

## **8. FORM(S)**

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8.1. Travel Card Application/Change Form & Instructions for Use

Please find the following link to the University's Online Travel Card Requests Form & Instructions for Use:

<https://travel.uconn.edu/2019/11/15/1537-2-2/>

8.2. University of Connecticut Tax Exempt Certificate

Please find the following link to the University's Tax Exempt Certificate:

[https://media.procurement.uconn.edu/purchasing/images\\_purchasing\\_card/State%20of%20CT%20Tax%20Exempt%20Certificate.pdf](https://media.procurement.uconn.edu/purchasing/images_purchasing_card/State%20of%20CT%20Tax%20Exempt%20Certificate.pdf)