

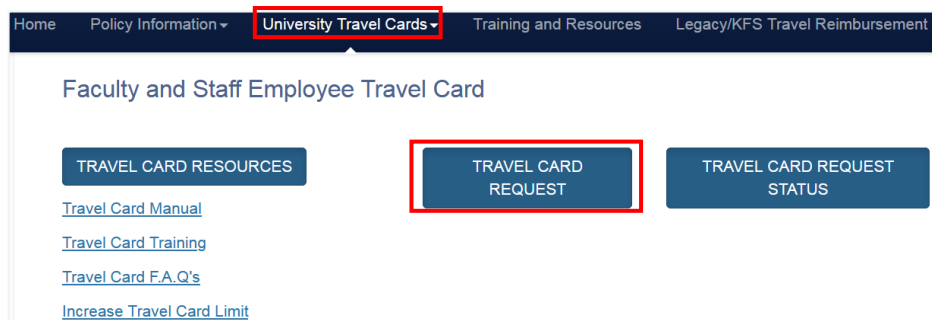
INCREASE TRAVEL CARD MONTHLY / SINGLE PURCHASE LIMITS OR CHANGE DEPARTMENT

OVERVIEW

There may be times when a Travel Card holder will need to request a higher monthly or single purchase limit to complete UConn Business Travel. The monthly limit for the Travel Card is \$5000 for standard traveler and \$10000 for frequent travelers. The single purchase limit is \$4999. Below are instructions on how to request a limit increase. It is the card holder's responsibility to submit a subsequent request to lower limits when the higher limits are no longer needed.

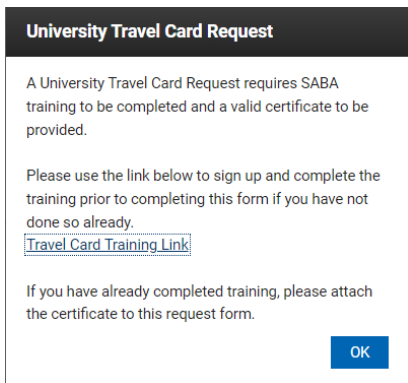
LOGGING IN

1. Navigate to any web browser.
2. Access the [Travel Card Request form](#) or navigating to <https://travel.uconn.edu/university-travel-cards/#employee> and clicking Travel Card Request. Enter NetID and Password to log in.



UPDATING THE TRAVEL CARD REQUEST FORM

3. Click ok on the pop-up referencing the Travel Card SABA training. *The Travel Card SABA Training would have been completed prior to your original Travel Card request.*



4. Select Update.

A screenshot of the 'Employee Information' form. It has a section for '* Request Date' with a date field showing '3/15/2022' and a calendar icon. Below that is a section for '* University Card Request Type' with two radio buttons: 'New Request' and 'Update'. The 'Update' radio button is selected.

5. Click the New Card Limit drop-down arrow and select:
 - a. **Frequent Traveler** if you would like to increase your limit from the Standard Traveler \$5000 monthly limit to the Frequent Traveler \$10,000 monthly limit.
 - b. **Frequent Traveler and Add a comment** if the single purchase limit needs to be increased above \$4999. **Note:** Monthly limit will remain at \$10,000.
 - c. **Other** and enter the amount of increase needed in the respective Monthly or Single increase field.

*** New Card Limit**

Other
 Standard Traveler
 Frequent Traveler
 Other
 Account can be used per cycle

New Monthly Cycle Spend Limit

 Total amount allowed to be spent in a cycle

*** Single Transaction Limit**
 \$4,999.00
 Total amount allowed to be spent in any given single transaction. The default limit is set to \$4999.00. If you need an amount higher than that, please enter it in this field. Also, please add a comment below for the business justification.

*** last 4 digits of card number**
 1234
 If you do not already have a card, please selected "New Request" above under University Card Request Type

Attach SABA training certificate here
 Select File: No file selected.

*** Comments**
 Additional comments to provide to form reviewers

6. Enter the last 4 digits of your existing UConn Employee Travel Card number

*** last 4 digits of card number**
 1234
 If you do not already have a card, please selected "New Request" above under University Card Request Type

7. Add comments to justify the limit increase or department change request.

*** Comments**
 Additional comments to provide to form reviewers

8. Scroll to the card holder agreement to review then click the I Agree checkbox.

CARDHOLDER AGREEMENT

The University of Connecticut is pleased to present you with a **Mastercard Travel Card** hereinafter referred to as the Travel Card. You and our willingness to empower you as a responsible employee of the University and our belief in your ability to successfully manage the Travel Card are the basis of this agreement.

I, _____, as the holder of a Travel Card, understand and accept the responsibility for the proper use and protection of the Travel Card in accordance with the University Travel Policy. I agree to use this card for official **University purchases only; will not use it for personal purchases**. I understand that the University will audit the use of this card and I agree to purchase only those items listed in the University Travel Card Guide.

I understand that improper use of this Travel Card may result in disciplinary action, up to and including dismissal, loss of privileges. I acknowledge that I am responsible for any and all improper and/or unauthorized charges made to this Travel Card within fifteen (15) calendar days of receipt of written notice from the University. If such amount is not paid in full, the amount due from my paycheck(s) and understand a hold may be applied to my student account which will result in loss of access to official transcripts. I understand that I shall continue to be responsible for any such charges beyond termination of employment. Additionally, I acknowledge that any personal failure to submit the required documentation or repay the amount owed, including, but not limited to, attorneys' fees and court costs as required to enforce this Agreement.

Per the University Travel and Entertainment Policy in no event will reimbursements, including University Travel Card transactions, be reimbursed, even with approval from the appropriate Department Head, Director, or other official, until 120 days after travel is complete.

I understand and acknowledge that to avoid having to reimburse the University for University Travel Card transactions, travel is complete.

I understand that the University of Connecticut may **terminate my right** to use this credit card **at any time for any reason** immediately upon request or upon termination of employment.

By clicking **I Agree** to this form, I agree to the Travel Cardholder Agreement.

Agreement Signed: **Date/Time**

☐ I Agree

9. Update Address if needed.

*** Comments**

Additional comments to provide to form reviewers

☒ **Check here if your work address has changed**

The Contact Information section will show for you to update your address

10. Click Submit Request. *The Request form will be routed to your Direct Supervisor and Department Head for approval then to the Travel card administrator who will process the limit increase.*

> Form History

Questions, issues, or trouble with this form re

Submit Request

Save Draft

ADDITIONAL SUPPORT

For help with the UConn Travel Card program, contact pcard@uconn.edu.

For additional reference material, refer to the [UConn Travel Card Page](#) located on the Travel Services page.