

Group Travel Card Policies & Procedures

University of Nebraska
(Revised April, 2012)

Note: this presents a summary of the Group Travel Card program. As such, it does not attempt to provide all of the details regarding all aspects of the program. For additional questions, please contact the Division of Business and Finance.

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1. Group Travel Card Program Overview

Purpose

The Group Travel Card is a credit card which can be used by University employees when traveling with a group of students for a University function. The Group Travel Card program provides University of Nebraska employees with a credit card to make purchases from vendors/suppliers for approved University group travel purposes. This procurement option improves efficiency by eliminating the need to process vendor invoices and to issue checks for payment. The Group Travel Card program is administered by the Division of Business & Finance.

Obtaining a Group Travel Card

To obtain a Group Travel Card, an employee must complete a Group Travel Card application, obtain approval by his/her department chair, head, or administrator, successfully complete a training program, and receive approval from the Division of Business & Finance.

Each Group Travel Card is issued to a named individual with the University shown on the card as the corporate buyer of products.

How the Group Travel Card Works

When a purchase authorization is requested by a vendor/supplier at the point-of-sale, the card provider's system validates the transaction against pre-set limits. These limits will be established by the Division of Business & Finance through discussions with appropriate departmental administrators based upon travel requirements. All transactions are approved or declined (instantaneously) based on the number of transactions and/or dollar volume of purchases. The cardholder cannot delegate use of the card, and personal use of the card is prohibited. The sales tax exempt status of the University is also embossed on the card.

Group Travel Card Expenditure Review and Approval

Each Group Travel Card has an approving official, selected by the issuing department, and reconciler. The reconciler for a department is either selected by the Division of Business & Finance or is approved by the Division of Business & Finance in response to the department's recommendation. The approving official reviews cardholder transactions (approving those judged appropriate). The reconciler reviews and posts the cardholder's transactions to the general ledger.

All transactions will be subject to audit by the Division of Business & Finance and others.

2. Group Travel Card Financial Policies and Procedures

2.1 Cardholder Agreement

All cardholders must sign and accept the terms and conditions of the University of Nebraska "Group Travel Card Agreement." All Group Travel Card transactions must only be made by the individual to whom the card is issued. The Group Travel Card is to be used only for University business purposes.

2.2 Card Purchases

Examples of appropriate Group Travel Card transactions include the following. This list is not all inclusive.

1. Lodging (room and taxes only);
2. Charter buses and public transportation;
3. Airfare, with approved "Travel and Transport Situation Report" if required;
4. Vehicle rental, fuel purchases, and parking;
5. Group meals while traveling;
6. Athletic team pre-game, post-game, and after-practice meals "at home";
7. "While traveling only" expenditures for Internet access (business or academic purposes only), services, repairs, equipment rental and non-personal supplies;
8. Athletic team activities while traveling which are in compliance with NCAA guidelines and have been pre-approved by the Athletics Business Office; and
9. ATM withdrawals for driver's tips, baggage, small supplies, group meals where card is not accepted, etc. which are necessary for the trip.

2.3 Prohibited Purchases

There are a variety of transactions that are prohibited for the Group Travel Card. These generally include, but are not limited to, the following:

1. "Pyramiding" (dividing a large purchase into smaller ones to bypass a spending limit);
2. Personal use of any kind;
3. Recruiting expenditures, including recruiting-related travel;
4. Alcoholic beverages;
5. Gifts, donations, contributions;
6. Medical expenditures; and

7. Payments to individuals, employees, or students for any reason.

Please discuss any potential exceptions with the Division of Business & Finance representative prior to making the purchase.

2.4 Cardholder's Responsibilities

The cardholder is responsible for the following:

1. Comply with Group Travel Card Policies and Procedures.
2. Report the loss of the card immediately to the issuing bank and to the Division of Business and Finance.
3. Assure purchases are made only for approved University-related business purposes.
4. Assure purchases are within the limits assigned to the card (i.e., no "pyramiding") - purchasing limits may be increased by request to the Division of Business & Finance;
5. Obtain the supporting original receipts and documentation for all transactions.
6. Prepare the group travel voucher which includes the business purpose of the expenditure(s), the participants, where and when the expenditures were incurred, and an itemized list of the trip expenses.
7. Obtain approval of the voucher by the approving official.
8. Along with the supporting original receipts and documentation, the group travel voucher must be completed and submitted to the approver or to the Division of Business and Finance within thirty days after the group returns from the travel destination. The approver will forward the voucher and documentation to the reconciler for reconciliation.
9. Proper use of the University's Nebraska sales tax exempt number. Out-of-state vendors are not required to honor the University's Nebraska sales tax exemption.
10. Resolve disputes with vendors. (See "Transaction Disputes" later in this section.)
11. Enter the proper University cost objects and general ledger accounts to be charged for the purchase(s).
12. Address any questions regarding the use of the Group Travel Card to the Division of Business & Finance.

2.5 Approving Official's Responsibilities

The approving official cannot be supervised by the cardholder. This is to assure independent approval of transactions. There may be more than one approving official to whom the cardholder may submit purchases.

The approving official is responsible for the following.

1. Complying with Group Travel Card policies and procedures.
2. Reviewing, approving, and signing individual transactions or the group travel voucher.
3. Assuring that purchases are within the limits assigned to the card (i.e., no "pyramiding").
4. Assuring required documentation, including the business purpose, is provided in support of all Group Travel Card transactions and that the transactions are for appropriate University business uses.
5. Forwarding documentation to the reconciler within fifteen days after receiving it.

6. Notifying the Division of Business & Finance of the cardholder's separation of employment so the Group Travel Card is deactivated.
7. Addressing any questions regarding the use of the Group Travel Card to the Division of Business & Finance.

2.6 Reconciler's Responsibilities

The reconciler is responsible for the following.

1. Assuring compliance with Group Travel Card Policies and Procedures.
2. Assuring all charges are reconciled and posted to the proper University cost objects and general ledger accounts.
3. Verifying that purchases are within the limits assigned to the card (i.e., no "pyramiding").
4. Assuring supporting original receipts and documentation, including the business purpose, are provided in support of all Group Travel Card transactions and that the transactions are for appropriate University business purposes.
5. Submit the reconciled/approved group travel voucher (trip report) along with supporting documentation to the Division of Business & Finance for review and storage.

2.7 Transaction Disputes

A cardholder may dispute a charge appearing on his/her Group Travel Card statement. The first step is to contact the vendor. The next step is to contact the bank if the dispute cannot be resolved with the vendor. Disputed charges must be resolved within 60 days of the transaction date. If there is no resolution from the bank, the cardholder should contact the Division of Business & Finance for assistance.

2.8 Procedures for Violations of the Group Travel Card Policy

Two violations of the Group Travel Card Policy will normally result in the immediate termination of the cardholder's account for a minimum of one year. Violation notification e-mail(s) will be sent to the cardholder, reconciler, and supervisor, approving official and the Department Chair and/or Dean/Director. Issuance of a new card after the one year period will require a new application and successful completion of Group Travel Card training.

Fraudulent use of the Group Travel Card will result in loss of Group Travel Card privileges and possible corrective action in accordance with University policies.

2.9 Sales Tax

As a rule, the University is exempt from paying Nebraska sales tax. The University of Nebraska sales tax exemption number is printed embossed on the front of the Group Travel Card. In the event that the merchant charges sales tax that exceeds \$20, the cardholder should seek reimbursement as soon as possible.

3. Contact Information

Report a Lost/Stolen Card or Disputed Item

US Bank 1-800-344-5696 (outside United States, collect 1-701-461-2042)

Questions Regarding the Program Policies and Procedures

Questions regarding the Program Policies and Procedures should be directed to the following Business & Finance campus contacts:

Lincoln: Card Programs, 402-472-5613, pcard@unl.edu

Omaha: Procurement, 402-554-2386, unoprocurement@unomaha.edu

Kearney: Business Services, 308-865-8525

Misuse or Fraudulent Use of Group Travel Card

State Ombudsman: (800) 742-7690 or

Nebraska Auditor of Public Accounts: (402) 471-2111

4. Campus Specific Provisions

University of Nebraska – Lincoln

Section 2.2 Card Purchases: UNL does not allow withdrawals from ATMs using the Group Travel Card.

University of Nebraska – Omaha

Section 2.4 Cardholder's Responsibilities, Item 8: Along with the supporting original receipts and documentation, the group travel voucher must be completed and submitted to the approver or to the Division of Business & Finance Office within ten business days after the group returns from the travel destination.

Section 2.5 Approving Official's Responsibilities, Item 5: Documentation must be forwarded to the reconciler within five business days after the group returns.

University of Nebraska – Kearney

Section 2.4 Cardholder's Responsibilities, Item 8: Along with the supporting original receipts and documentation, the group travel voucher must be completed and submitted to the approver or to the Division of Business and Finance Office within ten business days after the group returns from the travel destination.

Section 2.5 Approving Official's Responsibilities, Item 5: Documentation must be forwarded to the reconciler within five business days after the group returns.

Section 2.8 Procedures for Violations of the Group Travel Card Policy: Two violations of Group Travel Card policies within a calendar year will result in the termination of purchasing card privileges.

Section 2.10 Security for Financial Information: All employees of the University of Nebraska are responsible for the proper handling of confidential or proprietary information that they have access to or use to perform their job duties. This includes Group Travel Card numbers and vendor bank and federal identification numbers that may be required in the vendor payment process.

Group Travel Cards can be used for electronic purchases through secure web sites only. Group Travel Card numbers and expiration dates shall not be included in email messages Group Travel Card numbers should be provided verbally as required to complete the purchase or payment transactions. If you receive an email from a vendor you are conducting business with requesting confirmation of your University Group Travel Card number, provide only the last four digits of the Group Travel card number or complete a phone call to the vendor.