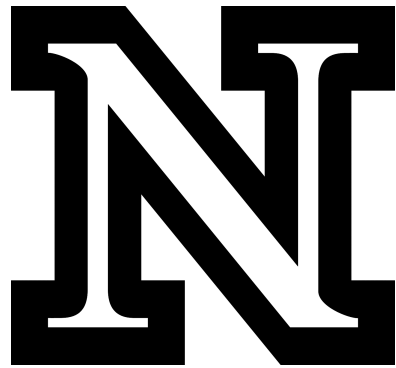


# **Team Travel Card User Guide**



**University of Nebraska–Lincoln  
Division of Business and Finance, Financial Services  
Accounting Department  
Revised October 14, 2009**

**Note: this presents a summary of the Team Travel Card program. As such, it does not attempt to provide all of the salient details regarding all aspects of the program. Complete information is available during training classes and by request to the Accounting Department.**

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### **1. Team Travel Card Program Overview**

The Team Travel Card program provides UNL employees with a Visa credit card to make purchases from vendors/suppliers for approved University team travel purposes. This procurement option improves efficiency by eliminating the need to process vendor invoices and to issue checks for payment. The Team Travel Card program is administered by the UNL Accounting Department.

When a purchase authorization is requested by a vendor/supplier at the point-of-sale, the Visa system validates the transaction against pre-set limits established by the Accounting Department in conjunction with department administrators. All transactions are approved or declined (instantaneously) based on the assigned limits of transactions and/or dollar volume of purchases.

Purchasing responsibility is delegated to the UNL Department Head or Coach of the ordering department who is responsible for selecting a cardholder, an approving official, and a reconciler for that department. Each Team Travel Card is issued to a named individual with the University shown on the card as the corporate buyer of products. 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. The approving official reviews cardholder transactions (approving those judged appropriate). The reconciler reviews and posts cardholder transactions to the general ledger.

Transactions will be subject to audit by the UNL Accounting Department, the UNL Operations Analysis Department, the Auditor of Public Accounts, and Federal Auditors (for Federal grants).

## 2. Team Travel Card Financial Policies and Procedures

### Cardholder Agreement

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

### Card Purchases

Examples of appropriate Team Travel Card transactions include the following. This list is not exhaustive.

1. Lodging (room and taxes only)
2. Charter buses and public transportation
3. Vehicle rental, fuel purchases, and parking
4. Team meals while travelling
5. Pre-game and post-game meals for home games
6. Entry fees
7. "While travelling only" expenditures for Internet access (business or academic purposes only), services, repairs, equipment rental and nonpersonal supplies
8. Team activities while travelling that are per NCAA guidelines and have been pre-approved by the Athletics Business Office

### Prohibited Purchases

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

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, drugs or pharmaceutical products
5. Gifts, donations, contributions or celebrations
6. Medical expenditures
7. Payments to individuals, employees, or students for any reason

A more detailed list of permissible and nonpermissible purchases is available as part of the Team Travel Card training class or from the UNL Accounting Department.

### Cardholder's Responsibilities

The cardholder is responsible for the following.

1. Ensuring compliance with Team Travel Card Policies and Procedures.
2. **Reporting the loss of the card immediately** to the issuing bank (US Bank, NA - 800-344-5696, 24 hours per day) and to the Accounting Department
3. Assuring that purchases are made only for approved University-related business purposes.
4. Ensuring that any purchases are within the limits assigned to the card (i.e., no "pyramiding"). Purchasing limits may be increased by request to the UNL Accounting Department.

5. Obtaining the documentation for all transactions and forwarding it to the reconciler as soon as possible. The team travel voucher 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. The voucher must be approved by the approving official. Along with the supporting original receipts and documentation, the team travel voucher must be completed and submitted to the Athletics Business Office or to the UNL Accounting Department within five business days after the team returns from the travel destination. The Athletics Business Office will forward the voucher and documentation to the UNL Accounting Department for reconciliation.
6. Documentation must be maintained in accordance with the University's Records Retention Policy.
7. Assuring the proper use of the University's sales tax exempt number. (This is provided during training.) Out-of-state vendors are not required to honor UNL's Nebraska sales tax exemption, however many do.
8. Resolving disputes with vendors. (See "Transaction Disputes" later in this section.)
9. Ensuring that the proper University cost objects and general ledger accounts are charged for the purchase(s).
10. Addressing any questions regarding the use of the Purchasing Card to the UNL Accounting Department.

### **Approving Official's Responsibilities**

The approving official cannot be supervised by the cardholder. This is to assure independent approval of transactions.

The approving official is responsible for the following.

1. Ensuring compliance with Team Travel Card policies and procedures.
2. Reviewing, approving and signing individual transactions or the summary of cardholder transactions.
3. Ensuring that any purchases are within the limits assigned to the card (i.e., no "pyramiding")
4. Assuring that proper documentation, including the business purpose, is provided in support of all Team Travel Card transactions and that the transactions are for appropriate University business uses.
5. Reviewing, approving and signing the team travel voucher.
6. Forwarding documentation to the reconciler on a timely basis.
7. Notifying the UNL Accounting Department of the cardholder's separation of employment to the Team Travel Card is deactivated.
8. Addressing any questions regarding the use of the Team Travel Card to the UNL Accounting Department.

### **Reconciler's Responsibilities**

The reconciler is responsible for the following.

1. Ensuring compliance with Team Travel Card Policies and Procedures.
2. Assuring that all charges are reconciled and posted to the proper University cost objects and general ledger accounts.
3. Ensuring that any purchases are within the limits assigned to the card (i.e., no "pyramiding")
4. Assuring that proper documentation, including the business purpose, is provided in support of all Team Travel Card transactions and that the transactions are for appropriate University business uses.

5. Notifying the UNL Accounting Department of the cardholder's separation of employment to the Purchasing Card is deactivated.
6. Addressing any questions regarding the use of the Purchasing Card to the UNL Accounting Department.

### **Transaction Disputes**

A cardholder may dispute a charge appearing on his/her Team Travel Card statement. The first step is to notify the UNL Accounting Department immediately. The next step is to contact the vendor. Contact US 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 US Bank, the cardholder should contact the UNL Accounting Department.

### **Procedures for Violations of the Team Travel Card Policy**

A violation of the Team Travel Card Policy will normally result in the immediate termination of the cardholder's Team Travel Card for a minimum of one year. An email will be sent to the cardholder, reconciler, and supervisor, approving official and the Department Head/Chair and/or Dean/Director. Issuance of a new card after the one year period will require the former cardholder to attend a Team Travel Card Training Class.

Fraudulent use of the Purchasing Card will result in corrective action in accordance with the policies of the Department of Human Resources.

## **3. Contact Information**

### **Report a Lost/Stolen Card or Disputed Item**

US Bank Customer Service (lost/stolen card, disputed items)  
1-800-344-5696 (Outside United States: 1-701-461-2042 – collect)

### **Questions Regarding the Program Policies and Procedures**

University of Nebraska – Lincoln, Accounting Department  
Marlene Pyatt  
401 Canfield Administration Building  
City Campus 0439  
402-472-8778  
mpyatt2@unl.edu

### **Misuse or Fraudulent Use of Team Travel Card**

State Ombudsman at (800) 742-7690 or  
Nebraska Auditor of Public Accounts at (800) 842-8238.

Further information regarding Fraud Awareness can be found on the following website:  
<http://oa.unl.edu/fraud.shtml>