

Addendum No. 1 to University of Nebraska Group Travel Card Policies & Procedures

5. Campus Specific Provisions (Continued)

University of Nebraska - Lincoln

The Group Travel Card program is guided by doing what is in UNL's best interests as we pursue our mission of teaching, research and service. This requires achieving an appropriate balance among providing an efficient and effective service to cardholders, minimizing the administrative burden of the program on University resources, and reasonably limiting the risk of error or inappropriate activity given the circumstances of UNL's operations.

Authority over Group Travel Cards: The Vice Chancellor for Business and Finance has delegated authority for the Group Travel Card Program to the Assistant Vice Chancellor – Financial Services.

Section 1 Purpose

The Group Travel Card is a credit card which can be used by University employees and affiliates when traveling with a group of students for a University function. The Group Travel Card program provides University of Nebraska employees and affiliates 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.

Section 1 Obtaining a Group Travel Card

To obtain a Group Travel Card, an employee or affiliate 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.

Section 2.8 Procedures for Violations of the Group Travel Card Policy: Two violations of Group Travel Card financial policies and procedures within a calendar year will normally result in termination of Group Travel Card privileges for a minimum of one year, however, a single violation, depending on its severity, may also result in immediate termination of Group Travel Card privileges.

Common violations include exceeding a single transaction limit, using the card for restricted commodities and personal use. Card sharing normally results in the immediate loss of Group Travel Card privileges for a period of not less than one year. In extreme cases, card privileges may be permanently suspended.

Section 2.9 Sales Tax: The University is exempt from paying sales tax in Nebraska and other states. All forms are located in SAPPHIRE. Cardholders should cooperate and accommodate unique system and procedural processes used by merchants to honor sales tax exemptions. Cardholders are encouraged to notify Card administration of merchants with special procedures.

The appropriateness of sales tax depends on where the item(s) was delivered or possession was taken. The effort to recover the charges should be documented. This documentation may

be in the form of a fax, e-mail, or manual notations of verbal communication made with the merchant. If a merchant's normal business practice precludes reimbursement, please contact Card administration for assistance.

Section 2.10 Group Travel Card Limits: Group Travel Card limits (i.e., individual transaction or monthly total) may be adjusted temporarily or permanently. Individuals able to request limit changes include the Departmental Head/Chair and the Approving Official. Requests should be submitted in writing to the Manager of Card Programs, at pcard@unl.edu. Requests should include whether the change is temporary or permanent, reason(s) for change and an identification of the cardholder(s) involved.

Section 2.11 Group Travel Card Utilization: Card administration reviews open accounts and closes those with insufficient activity to maintain. The risk of error with inactive or low activity accounts is higher than with active accounts because the processes and limitations are not applied often enough to recall with a high degree of certainty. If the business needs of a former cardholder change such that sufficient travel card activity will be incurred, a new card may be obtained at the completion of training. E-mail notification of cancelation will be sent to the cardholder. One example of insufficient activity is no purchases in three to six months.

Section 2.12 Purchasing Card Exceptions: Policy exceptions may be granted, in advance of the purchase, either temporarily or permanently. Individuals able to request policy exceptions include the Department Head/Chair and the Approving Official. Requests should be submitted in writing to the Assistant Vice Chancellor – Financial Services at pcard@unl.edu. The Assistant Vice Chancellor – Financial Services may delegate this authority. Written approval should be filed with the purchase or within the business office.

Section 2.13 Purpose for Merchant Category Codes: Changes to Merchant Category Codes may be temporary or permanent. Individuals able to request a Merchant Category Code change include the Department Head/Chair and the Approving Official. The request should be addressed to the Manager of Card Programs at pcard@unl.edu.

Section 3.00 Attempts on the Card (aka Declines): Attempts on cards are transactions declined by the Group Travel Card bank. Declined transactions are reviewed regularly for compliance and may result in a violation, depending upon the nature of the purchase. Common declines result when:

- a cardholder's single or monthly purchase limit is exceeded;
- a merchant provides inaccurate cardholder's address, zip code card expiration month/year or a CVC code;
- the bank suspects a purchase as suspicious; high risk or activity is fraudulent;
- a foreign merchant is involved;
- a closed account is used; and
- a restricted commodity (MCC) or merchant is used.

When a card is declined, a cardholder should verify the accuracy of the address, expiration and CVC information used by the merchant and that the limits are appropriate. Card administration can be contacted for additional assistance.

Section 3.01 Contact Information: Cardholders should report a lost, stolen, or damaged card, fraud or a disputed item to the Group Travel Card bank's customer service, as identified on the back of the card. The Group Travel Card bank's fraud department may contact a cardholder to confirm transactions. Cardholders may also contact Card administration at pcard@unl.edu or

402-472-5613. Misuse or fraudulent use of the Group Travel Card may also be reported to the Office of Internal Audit at 402-472-6285.

The program's website, <http://accounting.unl.edu/accounts-payable/purchasing-card-other-card-programs>, contains information such as, but not limited to, policies, forms, training, bank and Card administration contact information.