

GUIDELINES AND PROCEDURES FOR THE UNIVERSITY TRAVEL CREDIT CARD

University Travel Credit Card Purpose

The purpose of the Travel Credit Card is to reduce the time and effort involved in the expense reporting process for the employee, automate the approval process, and improve before and after-the-fact reporting on University travel destinations and vendors. Improved reporting helps strengthen the University's negotiating position for improved pricing and services with travel vendors.

Use of Travel Credit Card for University-related business expenses.

When using the Travel Credit Card, the following apply:

- The Travel Card may only be used for appropriate and allowable expenses as defined in the **Reimbursement of University-Related Business Expenses** (in addition to any other school/departmental policies, if applicable);
- All Travel Credit Cardholders must follow the **University Credit Card Policy**;
- The Travel Credit Card cannot be used for personal charges. Personal charges are allowed on the Travel Credit Card when they cannot be easily separated from a University expense; any personal charges incurred on the card must be itemized and marked as "personal" in SAP Concur and will be reimbursed by the traveler to the University following the process described in the University Credit Card Policy.

Defined Terms

All terms used in this document are defined in the **University Credit Card Policy**.

Making a Purchase with the Travel Credit Card.

Step 1

Before making any purchase, ensure the purchase is in accordance with the **Reimbursement of University-Related Business Expenses** and the **TCU Travel Policy**. If the purchase is related to a sponsored projects award, verify that the items to be purchased are allowable given the sponsor's policies and the specific terms and conditions of the award.

Step 2

Inform the vendor that the Travel Credit Card will be your payment method. Provide the card account number and expiration date printed on the front and back of the card. You may also be required to provide the card verification code which is located on the back of the card.

Step 3

Travel Credit Card charges should be reconciled as incurred in SAP Concur to facilitate the expense reporting process. All card charges are required to be assigned to an expense report within 30 days of the charge transaction date (date in which expense was incurred); the

expense report must be submitted in the tool within 30 days of the trip end date (or transaction date if charges are incurred for a cancelled trip).

Step 4

Original and itemized receipt documentation is required to be uploaded for all card charges. See **Reimbursement of University-Related Business Expenses** for detailed information related to receipt documentation and retention requirements. All receipt documentation must be attached electronically to the related transaction in SAP Concur via scan or photo if using the SAP Concur smartphone mobile app.

To prevent fraudulent activity, please review all receipt documentation before upload and submission to ensure that personal and confidential information (i.e. full account numbers) is properly concealed.

Step 5

Every month, click on the Expense tab in your user profile and scroll down to the “Available Expenses” section to ensure you do not have any unassigned credit card charges. Approvers will receive a monthly “Unassigned Credit Card Transactions Report” from the TCU Card Program Coordinator to monitor any unassigned expenses.

Typical Travel Credit Card Purchases

- Travel transportation (airfare, car rental, train, taxi, etc.)
- Accommodations
- Meals, including business meals
- Incidentals
- Conference registration fees and related travel transportation/accommodations

The Travel Credit Card should be used for all expenses incurred on a trip except for cash-only transactions, such as tips and gratuities.

Purchases that are prohibited with the Travel Credit Card.

Approvers and Cardholders should contact the TCU Card Program Coordinator at concur@tcu.edu if there are questions about what purchases may be prohibited. Prohibited items included but are not limited to:

Payments for Services: The IRS uses form 1099-MISC to track miscellaneous income for individuals and companies who have been paid \$600 or more in non-employee service payments during a calendar year. Travel Card payments that would require 1099-MISC reporting to the Internal Revenue Service are prohibited.

Additional expenses that are prohibited with the Travel Credit Card:

- Taxi Voucher Booklets
- Charter Buses
- Gift Cards
- Frequent Flyer Mileage Fees
- Personal Auto Repairs

- Personal EZ Pass
- Lost/Stolen Property Replacement
- Newspapers and Magazine not related to business purpose of travel
- Trip Protection/Trip Cancellation Insurance
- Toiletries
- Hotel Entertainment (including fitness room fees)
- Airline Upgrade Fees (unless administratively burdensome to use a personal card)
- In-Flight Movie Purchases
- Additional Domestic Car Rental Insurance
- Non-ancillary personal purchases

Guest/Student Booking Considerations.

Cardholders will have the option to book for guests or students either via the University Travel Agent or with any other TCU approved agency. All Anthony Travel reservations/bookings for guests and students will be associated with the individual's SAP Concur profile.

Reimbursement.

All expenses incurred for University business must be reported in accordance with the **Reimbursement of University-Related Business Expenses.**

Cash Advances (ATM Withdrawal).

In general, the University does not provide cash advances. In the rare circumstance where an advance is needed, and after receiving the required approvals, a Cardholder may use their Travel Credit Card to obtain a cash advance through an ATM. The Advance request must be approved by the Cardholder's Supervisor, the Authorized Approver, and the TCU Card Program Administrator using the TCU Card Request and Updates Request in SAP Concur and selecting option 07. Card ATM Cash Advance Authorization Request. When funds made available for an advance are withdrawn, the transaction will be reflected automatically in the Cardholder's available expense as a "Cash Advance" (ATM Withdrawal) and the Cardholder will be required to add it to the expense report and enter expenses with itemized receipts showing how the advance was spent within 30 days activity. Any advanced amount not spent will be subject to the repayment methods described in the **Reimbursement of University-Related Business Expenses.** Any amount remaining resulting from an unused travel advance identified by the employee must be repaid to the University. Mechanisms for repayment are described in the University Credit Card policy section T.

For additional guidelines and procedures related to cash advances, see the "Advances" section of the **Reimbursement of University-Related Business Expenses.**