

Q & A on New Travel Policy with Procurement Card

I was wondering how to handle purchase of meals on the card, particularly when I usually request the per diem because my meals are more than the limit. Are the meals during travel still limited to per diem?

Yes, the University rules for meals while traveling have not changed, just the payment method.

Do you expect me to keep track of it while I'm traveling or go over and pay back the University?

A travel expense report is still required at the conclusion of travel. Any overage (difference between the credit card charge and the per diem) charged to the card will be the responsibility of the employee and reimbursement to the University is required. Conversely, the University will still pay to the employee the difference if the charge to the card is less than the claimed per diem. However, the University requests that employees not claim un-needed per diem.

Does the card show up on my personal credit history?

The University credit card does not affect an employee's personal credit history.

If allocation allowed is for part of trip and they use it all for an airline ticket, can't split ticket on two cards, can they use personal and be reimbursed for the University part on a T/E report, rather than employee reimbursing the University.

The University is trying to maximize all revenue streams (in this case, the rebate provided by the credit card) and therefore the travel expense should be paid for on the University credit card.

Is everyone that travels going to be required to have a procurement card?

That is preferred but you can alternatively put your travel request on a PeopleSoft requisition and Purchasing will arrange the travel for you. (We will use a University credit card to pay for the expenses.)

Some people don't really want the responsibility of having a university credit card.

Why not?

Can I continue to book airline tickets, hotel and car rentals using my procurement card, for a colleague's trip?

Yes.

We have staff that has limited travel so it has worked in the past to just charge their travel expenses to my procurement card (or the director). The travel expenses are still captured on a UA procurement card and tracked in the budget easily.

You may continue to do this, however, we are trying to capture as much of the travel expenses as possible. We recommend that travelers obtain their own card in order to capture expenses when away from the office (such as meals, shuttles, cabs, etc.).

It is common practice for members of our research groups to visit laboratories, such as Argonne National Laboratory in Illinois. At this time students pre-authorize their travel and obtain reimbursement afterward. As the students make these trips without their advisor in attendance it is impractical to use a procurement card for such expenses.

The University has several credit card options available to it (such as a declining balance card or a traditional credit card). When the student completes information to obtain pre-authorization for travel they can also apply for a credit card or a declining balance card. This will allow the University to capture these expenses and rebates.

Can we presume that, within reason, it is acceptable for students and faculty to book travel or pay for travel related expenses with their own credit cards?

Students possibly but faculty are to obtain a University credit card.

Has there been any discussion about the need to increase limits for Procurement Cards based on this policy change?

This is a change in the way expenses are paid. Credit card limits can be changed within minutes to accommodate the needs of the department.

Is it still acceptable to book travel through discount airfare sites like Expedia and use the Procurement Card for payment?

Yes.

If there are employees who only need a P-card for travel, can we issue cards for travel only?

We are looking into this.

If we have a set budget for the year for travel, how do we control those limits for each employee?

The regular credit card's monthly limit resets every month. Those with a set budget limit might consider a *Declining Balance* card. This card has an established set dollar amount, once the spending limit has been reached the card ceases to work. Additional funds can be added at any time if needed.

These cards do not automatically renew after three years.

If we are encouraging high volume use of the P-Card, why can't it be used at campus locations?

The card is restricted for most inter-departmental purchases because the fee we pay to accept credit cards exceeds the rebate percentage we receive for using the visa. Therefore an interdepartmental requisition needs to be completed.

Exceptions: Barnes & Noble Bookstore; Schumacher's in Quaker Square

Do I still need to turn in a Travel Expense Report if I'm not getting any reimbursements?

Yes. Employees need to submit all components of their trips at one time (airfare, hotel, meals, taxi, mileage, registration fees, etc.) and deduct out any expenses that are personal. Otherwise, when items are submitted in a piecemeal fashion, the chances for errors increases, such as duplicate or missed payments.