

CARDHOLDER RESPONSIBILITIES

The cardholder **MUST** only use the *Administrative* TCard for U of A Travel associated with a valid Travel Authorization. The only purchases allowable are airfare, registration, and locally rented and returned car rental purchases (Enterprise and Hertz). Misuse of the card will subject Cardholder to disciplinary action in accordance with University Policies and Procedures relating to disciplinary action and termination for cause.

The Cardholder MUST:

- Only use the *Administrative* TCard for airfare, registration, hotel (room & tax only) and car rental purchases, (Enterprise, National, and Hertz) unless special authorization from the Travel Office. Obtain required receipts and provide these receipts to the person within the dept. responsible for reconciling these charges in BASIS.
- Ensure that Travel Claims are filed within 15 days after return of trip.
- If in doubt as to whether or not something can be purchased, please contact the Travel Office.

PERSONAL CHARGES ARE STRICTLY FORBIDDEN. THIS CARD IS ONLY TO BE USED FOR VALID U OF A TRAVEL WHERE THE TRIP TIES TO A TRAVEL AUTHORIZATION.

CHARGES ALLOWED

- Airfare
- Registration
- Hotel (Room and tax)
- Car Rental

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US Bank

Customer Service

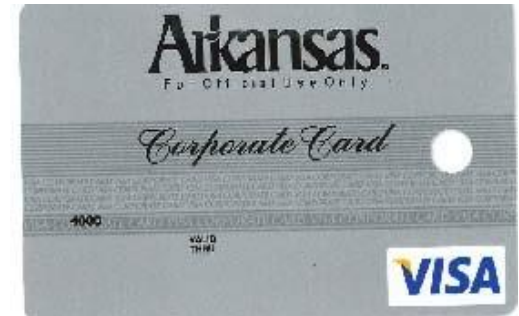
1-800-344-5696

To activate your Administrative TCard you must call the 800 number displayed on the front of the card. You will then be asked to enter verification information including the last four digits of your SSN.

LOST/MISPLACED/STOLEN TRAVEL CARDS

Cardholders are required to immediately report any lost or stolen Travel Card to US Bank toll-free at 1-800-344-5696 (24 hours a day, 365 days a year). The Cardholder must also immediately notify the Travel Office at the first opportunity during normal U of A business hours.

Guide to Using an Administrative Travel Card



Travel Office Staff

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HOW DOES THE ADMINISTRATIVE TRAVEL CARD (TCARD) WORK?

The Travel Card issued by US Bank is a special VISA credit card. It works similar to your personal credit cards, except the charges are billed directly to the University and paid by the University Business Office.

The individual within a department who routinely processes travel for the department should be the person with this card.

Even though this card will be in an individual's name, it is a U of A credit card; therefore, it does not affect the individual's personal credit history.

All charges are downloaded directly to the BASIS system for review and approval by departmental personnel who associate the charges with a valid Travel Authorization.

Airfare:

Currently you have the option of purchasing airline tickets directly from the airline, or through any reputable travel agency or online booking such as Orbitz, Travelocity, etc.

Registration:

Conference registrations may also be purchased using the Administrative TCard. It is important to have your supporting documentation at hand when the charge downloads, as the information received on the download will not contain the registrant's name.

Car Rental:

The U of A is required to rent vehicles using the State contract: Current contract holders are: Enterprise, Hertz, and National.

Hotels:

You may purchase room and tax only on the ADMN TCard as long as the hotel allows the purchase without the physical card.

WHAT TYPE OF DOCUMENTATION WILL BE REQUIRED?

!!!IMPORTANT!!!

Whether you use a travel agency or book your airline tickets online via the web, you will receive an itinerary or other form of documentation recording the trip. This itinerary **MUST** be given to the person in your department responsible for reconciling the TCard purchases. Once charges are approved, the documentation is to either be scanned in KOFAX, emailed, or mailed to the Travel Office.

You must have supporting documentation for any registrations purchased with the Administrative TCard.

Hotel charges are to include the cost of room and tax only.

NOTE: TCard charges **MUST** be approved prior to filing the Travel Claim for the traveler. If you do not approve these charges, they will not be displayed on the travel claim.

You must also insure that a Travel Authorization has been created for the trip, since this number will be required entry when the downloaded charge is approved in the BASIS system.