Travel Card Program
(T-Card)
What is a Travel Card?

• A special Visa credit card issued by the University of Arkansas through US BANK to be used for official travel associated with an approved Travel Authorization. Charges are downloaded and paid by the University of Arkansas.

• No personal cards are offered by US BANK (as with the former vendor) the sponsored card is the only type available.

• This card is issued to you as an individual however no credit reporting is done to you as an individual and no credit check is required.
Who is Eligible for a Card?

1. Those people in the department who are responsible for the travel processing for employees, guests, students, etc.

   **OR**

2. Those employees who travel via ‘air’ a minimum of 3 times per year and incur expenses in the amount of approximately $2,000. (exceptions can be made with approval via travel)
Types of T-Cards Available:

There are two types of T-Cards available:

1. **Administrative T-Card:** With the administrative T-card, the cardholder has the ability to make charges for airfare, registration, and locally rented and returned vehicles on behalf of themselves, guests, students and other employees. **NOTE:** Membership fee may be paid when it is required to purchase registration fee only, car rental from Enterprise /National mandated contract. Any other transaction type requires special permission from the travel office.

2. **Traveler T-Card:** With the Traveler T-card, the cardholder has the ability to make charges for airfare, registration (**NOTE:** Membership fee may be paid when it is required to purchase registration fee only), lodging, meals, parking, tolls, internet usage, gasoline, car rental, taxi, supplies and other miscellaneous expenses related to the travel. **Note:** international charges are allowed, charges can be made for the designated traveler only, each employee must utilize their own card. Exception: Group travel including students where ALL expenses are paid by T-Card.
Benefits of using a T-Card

• Time and monetary savings
• Internet purchasing
• 24/7 purchases possible
• Freedom of choice
• Additional Common Carrier insurance (air/rail/ship) and baggage insurance provided
• Replaces or reduces the amount of travel advance or personal funds needed
• Can be used for international travel
Recent policy changes

- **Per Diem** - The maximum full day meal allowance (including tax and up to 15% tip) cannot exceed the federal per diem rate. The traveler is only eligible for a maximum of 75% of the daily allowance for meals on the first and last day of travel. See [http://travel.uark.edu/691.php](http://travel.uark.edu/691.php) “Meals with an overnight stay” for more details.

- **Bag Fees** - Reimbursement of bag fees is limited to one bag per trip unless documentation is made regarding the necessity of additional bags.

- **Airfare Advance Purchase Requirement** - Airfare should be purchased at least 14 days in advance of the trip. Any reimbursement submitted that does not meet this criteria will require additional justification as to the reason and necessity for the purchase less than 14 days in advance.

- **Travel Advance for Lodging** - Travel advances for lodging will be limited to those employees who do not have access to the Traveler T-card. A Traveler T-card should be used for lodging unless it is impractical to issue a card.
Recent policy changes (cont.)

- **Preferred Seating** - The cost of preferred seating should not be selected by travelers unless no other seating is available, and must be justified in writing with the reimbursement request.

- **Rental Car** - State regulations require use of the most economical means of travel (airfare, rental car, university vehicle, or personal vehicle). If a rental car is chosen as the means of travel, the State mandated Enterprise/National contract must be used. The only exception made is in the event that a dealer is unavailable at the destination or the type/size vehicle needed is unavailable from Enterprise/National. Justification for the exception must be noted on the travel claim. Go to [http://travel.uark.edu/746.php](http://travel.uark.edu/746.php) for contract details.
With Freedom Comes Responsibility
TCard Usage

• **Monthly Spending**: The maximum monthly expenditure limit per card is $5000. There is a $2000 per transaction limit. Your limit may be temporarily or permanently increased or decreased with approval from the Travel Office. Request to be made in writing.

• **Credit Limit**: Departments are expected to request a limit that accurately reflects an individual’s usage and to perform a monthly review of each cardholder’s transactions.

• **NOTE**: First-Class Airfare is **NOT** allowed per University policy, regardless of payment method.

• **Filing claim within 30 days**: Receipts must be returned to departmental representative for processing within five (5) days of the return of the trip and the claim must be processed within thirty 30 days.
Making A Purchase

- **Purchasing In Person** – The Cardholder takes the T-Card to the supplier and verifies the supplier accepts the Visa card.

- **Phone Orders** – The Cardholder may telephone an order to a supplier.

- **Internet Orders** – The Cardholder may use the internet or electronic mail to submit an order to a supplier.
Airfare – Preferred Vendor

• Although we do encourage you to continue using our primary supplier for airfare, it is not mandatory. Our current contract is Carlson Wagonlit Travel, Rep. Heather Beard 877/222-3032 or heather.beard@carlsonwagonlit.com There are benefits that you do receive with our primary suppliers that may not be available via other vendors.

• Tools Available:
  • Online booking and comparison of various airlines using the Carlson Wagonlit “Get There” booking tool
  • Pre-negotiated discounts and excellent service by primary suppliers
  • Tracking of unused credits/vouchers
  • Emergency rebooking services via phone after hours
Mandatory Contract – Rental Car

• The State of Arkansas has a mandatory rental car contract with Enterprise/National

• Must use this contract unless a car is unavailable in the type/size needed or a Enterprise/National location is not available at the airport

• Enterprise contract includes to cost of insurance with no deductible

• Online booking available using billing code
Additional Requirements

• **Rebates** — Any credits or rebates received by the Cardholder as a result of a T-Card transaction shall be deposited back into the appropriate departmental account and documentation reflecting the transaction shall be sent to Business Affairs to image into the FYI system. Vouchers received must be used for business related purchases.

• **Promotional** — these items received as the result of a T-Card transaction shall become the property of the University and shall be utilized by the applicable University department. Example: Airline miles accrued
Circumstances for Decline of Card

Contact the travel office in order to resolve any of the following issues (override subject to policy approval):

• You have exceeded your designated monthly limit (contract travel for limit increase)
• You have exceeded your one-time transaction limit ($2,000)
• You attempt to use the card for a blocked merchant category
Non-Allowable Expenses

- ATM Charges
- Personal Purchases (example medication, travel pillows, guest/spouse airline tickets)
- Official function meals where no travel is involved (must travel 10 hrs/200 miles to charge a meal)
- First class airline tickets (will consider medical exception with documentation)
- Airfare purchased less than 14 days in advance (requires justification)
- More than one bag fee per leg of trip (requires justification)
Non-Allowable Expenses (cont.)

- Preferred seating (airfare) requires justification
- Alcohol
- Traveler T-Card: expenses of another employee NOT allowed
- Tips with the exception of meals (15%)
- Car Rental off contract (must use mandatory Enterprise/National agreement)
Cardholder Responsibilities

- Obtain departmental approval to request a T-Card
- Complete training and sign cardholder agreement prior to issuance of a T-Card
- Complete a TA prior to each trip
- Turn in receipts in a timely manner (processing required within 30 days) We accept copies by mail, email and fax
- Keep your T-Card and account number confidential
- Use the T-Card for University travel ONLY
- Use the card as mandated, and remember non-allowable purchases (no first class tickets, personal purchases)
Cardholder Responsibilities

Cont.

• You MUST obtain itinerary and detailed receipts for applicable transactions and provide to the departmental person responsible for approving the charges in the BASIS system

• Receipts are NOT required for per diem meals and taxi under $25. All other receipts are required.

• Group meal receipts are required

• No cash refunds for returns

• Activate your credit card, requires zip code, last four digits of SSN, phone number

• Report any fraudulent charges (those reported in a timely manner are reimbursed by US Bank)
Cardholder Responsibilities Cont.

• Return your T-Card to the Travel Office or Credit Card Administrator immediately upon termination of employment or if no longer using the T-Card
• Understand that intentional misuse or abuse of the T-Card will result in immediate revocation of charging privileges and possible disciplinary and legal action
Lost or Stolen Cards

• Must be reported within 48 hours; please report immediately to US BANK at 1-800-344-5696 (24 hours a day, 365 days a year)
• If reported promptly, the University’s liability is limited with card holder insurance covering the remainder.
• Notify the Travel Office at the first opportunity during normal UA business hours at 479-575-8414 or 479-575-7951
T-Card Cycle Reconciliation

- All transactions must be approved within the designated monthly cycle and charges reallocated to the appropriate cost center number(s).
- Traveler T-Card charges can be viewed on webbasis
- An approved Travel Authorization **MUST** be completed PRIOR to approval of charge. This TA number is required when approving the downloaded charge.
- All itinerary/receipts must be received in the Business Affairs office within five(5) days after the monthly cutoff date.
- **NOTE:** Regardless of whether an individual approves the charges, US BANK will be paid. Charges that have not been approved will be flagged and subject to audit review and possible suspension of privileges.
Monthly Transaction Cycle

- Begins approximately the 17th or 18th day of each month and ends at the corresponding date the next month (see EBP for specifics).
- All administrative T-Card charges must be approved by the cut-off date and receipts imaged into FYI within five (5) days after the monthly cut-off date.
- All traveler T-Card charges must be approved on a claim within five days of the trip ending date. Charges are considered past due after 30 days of trip ending.
Ways to Lose Your T-Card Privileges

• Not processing a Travel Authorization prior to the trip
• Charges not being approved in the BASIS system
• Failure to forward your detailed itinerary/receipts for charges and/or credits so they can be imaged into FYI
• Making a personal purchase
Consequences of Inappropriate Card Use – 1st offense

- Inappropriate Card Use is defined as: A deliberate act to circumvent Travel policies or regulations in relation to use of the T-Card.

First Offense will result in the following:

- Written email warning from Travel Office
- Additional training will be offered
Consequences of Habitual Inappropriate Card Use

If charges are not approved within 60 days the following may result:

- Written email warning
- Temporary or permanent suspension of the card
- Payroll deduction to recover amount charged
- User and TARGET approver will be notified by e-mail
- To reinstate privileges:
  - Memo from user’s TARGET approver giving adequate justification
  - If approved by the Travel Office, user must attend T-Card training again
Suspected Fraudulent Card Use

- Immediate suspension of card
- User and TARGET approver will be notified by e-mail
- Internal Audit will be notified immediately
- Possible criminal investigation and prosecution
- Termination of employment
TCard Listserv

• You will automatically be added to the listserv maintained by the Travel Office.

• Please read ALL messages that are placed on the listserv – they are IMPORTANT!!!
Need Help?

Contact the Travel Office

Karen M Jones
Ph: 479/575-8414
Email: kmj004@uark.edu

Carol Wade
Ph: 479/575-7951
Email: cawade@uark.edu

Rosa Hattabaugh
Ph: 479/575-5363
Email: rhatta@uark.edu

Shared email account: uatravel@uark.edu
FAQ’s & Forms

• Frequently asked questions are available at http://tcard.uark.edu.

• Forms, quick reference guides, and T-Card cardholder guides are all available at the same website.