



## TRAVEL AND ENTERTAINMENT CARD PROCEDURES

## I. INTRODUCTION

The University of San Diego Travel and Entertainment Card ("T&E Card") is a University-sponsored US Bank Visa credit card issued to qualified University employees at no charge. The T&E Card should be utilized for all travel and entertainment expenses including airfare, lodging, car rental, meals and other incidental costs. The T&E Card must be used exclusively for University business purposes. Personal transactions on the card are strictly prohibited unless they are incurred as part of a business transaction. In those cases, personal charges are the personal responsibility of the cardholder.

The T&E card is issued directly to University employees, making the University employee personally responsible for the timely payment of all charges made on the T&E Card. All travel and entertainment expenses charged to the card should be reported to Office of Accounts Payable on an expense report promptly so payments can be made to US Bank by the University in a timely manner. Cardholders should reconcile their statement and/or charges at least once monthly to ensure that charges are legitimate and that payments are made to US Bank on a timely basis.

The goal of the T&E Card program is to reduce the need for out-of-pocket expenses. The program streamlines the University's expense reimbursement process through direct payment to US Bank. The program also facilitates compliance to University and IRS procedures with regard to substantiation of business expenses. Cardholders are strongly encouraged to use their T&E Cards for business purposes whenever possible to reduce out-of-pocket expenses and to ease travel and entertainment transactions.

If you have questions regarding these procedures or the T&E Card program in general, please contact the T&E Card Administrator at (619) 260-2337 or at [ap@sandiego.edu](mailto:ap@sandiego.edu)

## II. TRAVEL AND ENTERTAINMENT CARD PROGRAM

### A. Eligibility

A full-time employee is eligible to obtain a T&E Card if he/she:

- Obtains approval from his/her supervisor and budget administrator

#### **AND**

- Travels on University business on a regular basis **OR** organizes or participates in official University events or functions (e.g., local business meals, conferences, etc.)

Students, student employees, and non-employees are not eligible to obtain a T&E Card. To obtain a card, individuals must complete the Travel and Entertainment Card Application; attend a T&E Card Orientation Session; and sign a Travel and Entertainment Cardholder Agreement. The cardholder is required to read these *Travel and Entertainment Card Procedures* and adhere to all guidelines herein. Cardholders must also have an active sandiego.edu email address.

The T&E Card should be used by the individual whose name appears on the card. Cards and card numbers must be safeguarded against use by unauthorized individuals within or outside of the University. We understand that cardholders will provide cards or card numbers to administrative assistants for the purpose of making travel arrangements for cardholders. Please note that the cardholder is responsible to authorize the use of their card to the appropriate people and that all transactions made by authorized individuals are still the responsibility of the cardholder.

**Note:** A University T&E Card is not a benefit of employment. The University reserves the right to terminate individual T&E Card privileges at any time, with or without cause.

### B. General guidelines

T&E Cards should be used in conjunction with the University's Expenditure Procedures. For further information, please contact the Office of Accounts Payable Office at (619) 260-2337.

### C. T&E Card costs & credit ratings

There is no annual fee for a T&E Card. *Applying for* the T&E Card will not affect the cardholder's personal credit rating in any way. The *non-payment*, however, of a T&E Card's charges could impact the personal credit rating of a cardholder. Cardholder activity is not normally reported to credit bureaus, but if any portion of a cardholder's T&E Card balance reaches 180 days past due, US Bank retains the right to report the delinquency to the credit bureaus.

### D. Applying for a T&E Card

Eligible University employees wishing to apply for a T&E Card should complete the Travel and Entertainment Card Application on page 11.

### E. New card delivery and activation

All new T&E Cards are mailed to the Travel and Entertainment Card Administrator and should be picked up at the Administrator's office. A T&E Cardholder Agreement must be signed prior to receiving a T&E Card.

## F. Cardholder responsibilities

The cardholder is responsible for the propriety of all charges made to the card and may not assign a card or card number to an unauthorized person.

**Note:** Use of the T&E Card for personal or non-business related expenses is strictly prohibited.

1. *On-line charge review at <https://access.usbank.com>*  
Cardholders can register and access on-line information about their T&E Card charges at <https://access.usbank.com>. USD's organization short name is **USD**. This website provides cardholders the ability to monitor card activity, review available spending limits, access the detail of certain purchases, and dispute unauthorized charges. These activities are available anytime and anywhere there is an Internet connection.

2. *Expense documentation*  
The privilege of obtaining a T&E Card comes with the responsibility to consistently retain and submit adequate documentation for all transactions on the card. The documentation should include an original receipt and any other supplemental documentation that supports the following: 1) the transaction date; 2) the name of the business establishment; 3) the location; 4) the cost; 5) the business purpose; and 6) the names of all persons involved. On-line receipts are acceptable provided they reflect the method and proof of payment in addition to the above requirements. Please include your monthly statement with your expense report.

*Complete, original and itemized documentation should be included—copies are generally not acceptable.* However, should a copy be the only documentation available, this fact must be documented and approved by the cardholder's supervisor.

3. *Monthly reconciliation*  
A US Bank billing statement is mailed on a monthly basis to the cardholder's address on file with US Bank. The cardholder is responsible for the prompt notification of address changes. Addresses can be updated by phoning US Bank Customer Service at (800) 344-5696 or by emailing a change of address request to the Program Administrator at [travelcard@sandiego.edu](mailto:travelcard@sandiego.edu).

The T&E Card balance is payable in full by US Bank's monthly established deadline. The T&E Card program does not include a revolving line-of-credit. It is therefore important that cardholders promptly submit their expense report to the Office of Accounts Payable in a timely manner to avoid late payment fees.

- a. Match T&E Card statement charges to verification documents Each purchase listed on the statement must be supported by the applicable verification documents to ensure all charges are appropriate. Again, the documentation must support the business purpose of the transactions. ***If the business purpose may not be easily determined from the verification documents, a brief written explanation must be manually written on the verification documents.***
- b. Complete an expense report  
Cardholders have the option of using a printed on-line statement or waiting for the monthly billing statement to arrive to complete an expense

report. After matching and reconciling the statement, cardholders should complete an expense report form.

Expense reports should include a statement copy and all documentation referred to above. A properly completed and approved expense report must be received by Accounts Payable *at least* eight business days before US Bank's established payment deadline in order to ensure a timely direct pay by Accounts Payable to US Bank. Finance charges and late fees are the personal responsibility of the cardholder and are not reimbursable.

**Note: It is the supervisor's and budget administrator's responsibility to review and approve expense reports. To avoid non-reimbursable expenses charged to a T&E Card, an employee's travel and entertainment should be authorized in advance by his/her supervisor.**

c. Check status of payments

There are two methods a cardholder can use to determine the status of their payment to US Bank.

1. View payment transactions on-line at <https://access.usbank.com>
2. Call US Bank Customer Service at (800) 344-5696

d. Delinquent accounts and late fees

It is important that cardholders submit expense reports in a timely manner to avoid incurring late fees. Late fees are the cardholder's full responsibility and are not reimbursable. Since cardholders are personally responsible for all charges on the card, a cardholder's personal credit could be affected if charges are not paid by established payment deadlines.

e. Misuse of T&E Card privileges

The T&E Card is to be used for business purposes only; **personal charges of any kind are strictly prohibited, unless they are incurred as part of a business transaction. In those cases, personal charges are the personal responsibility of the cardholder.** US Bank routinely provides the University with charge activity, and account payment and delinquency status. Improper use of the T&E Card, and seriously delinquent accounts, may result in disciplinary action up to and including termination of employment. A cardholder may also be required to attend a refresher training course on proper usage of the T&E Card.

4. Lost or stolen cards

Lost or stolen T&E Cards must be reported **immediately**. In such cases, **cardholders must promptly phone US Bank (800) 344-5696**. If cardholders are outside of the United States, call collect (701) 461-2010 (representatives are available 24 hours a day, 7 days a week). Please also report your lost or stolen T&E Card to the T&E Card Administrator at (619) 260-2337 or [ap@san Diego.edu](mailto:ap@san Diego.edu). A report will be filed and the lost or stolen T&E Card will be deactivated. A replacement card (with a new account number) will be issued to the cardholder.

**Note: It is the responsibility of the cardholder, budget administrator, and/or Supervisor to advise the Corporate Card Administrator of any/all "leave-of-absence" situations. The card must be suspended from use while the cardholder is out of the office during a leave-of-absence."**

## **G. Responsibilities of supervisors and budget administrators**

Supervisors and budget administrators retain responsibility over the budgeted funds used to pay charges on T&E Cards. In order to ensure proper oversight of University funds, supervisors of cardholders and budget administrators must:

1. *Review and approve expense reports*  
In accordance with University procedures, supervisors and budget administrators must review and approve all expense reports and supporting documentation. The employee, together with his/her supervisor and applicable budget administrator, are held accountable that expenses listed on approved expense reports are incurred in connection with a business purpose. In addition to reviewing and approving the expense reports and supporting documentation, a supervisor and budget administrator should:
  - Review and approve the expense report within three business days of receiving the expense report from the cardholder;
  - Promptly investigate any unexplained, unusual, or significant items; and
  - Submit the completed expense report promptly to Accounts Payable.
2. *Review procedures for delinquent cardholders*  
As part of the disciplinary process, supervisors of cardholders may receive notification of a cardholder's payment delinquency. At that time, the supervisor should promptly remind the cardholder of their responsibilities outlined in this procedure manual. Note that improper use of the T&E Card, and seriously delinquent accounts, may result in disciplinary action up to and including termination of employment.
3. *Report termination of cardholders*  
Upon the notice of termination of a T&E Card-holding employee, the supervisor must:
  - Immediately notify the T&E Card Administrator of the notice of termination; and
  - Obtain the T&E Card and return it to the T&E Card Administrator.

**Note: It is the responsibility of the cardholder, budget administrator, and/or Supervisor to advise the Corporate Card Administrator of any/all "leave-of-absence" situations. The card must be suspended from use while the cardholder is out of the office during a leave-of-absence."**

## **H. Allowable transactions**

Except for certain restricted transactions (see following section), the T&E Card may be used for all business travel and entertainment related costs, within the card limits. Typical uses of the card include the following:

- Airline and rail purchases
- Banquets (caterers and restaurants)
- Car rentals including rental car gasoline and international rental car insurance. Car rental insurance is not an allowable transaction for domestic car rentals.
- Conference and membership fees
- En route meals
- Hotel accommodations, including deposits
- Local business meals
- Official events/functions
- Phone calls, faxes, Internet connections where approved
- Personal vehicle gas (Note: The University reimburses mileage driven for business purposes, not gasoline receipt amount)
- Taxis, shuttles, buses, etc.

Purchase of travel related expenses on behalf of others and/or for small groups is

allowed, provided the supporting documentation attached to the expense report identifies a clear business purpose and the names of all individuals involved. Cardholders are strongly encouraged to use their own T&E Cards for travel and entertainment expenses.

**I. Restricted transactions**

The T&E Card may not be used during travel when the cardholder has been issued a travel or per diem cash advance. Additionally, the T&E Card may not be used for the following purchases:

- Any purchase requiring a purchase requisition under University policy
- Airline first-class or other seating above the coach level
- Animals and animal-related purchases
- Car rental insurance for domestic car rentals (for further information, see [www.sandiego.edu/administration/businessadmin/facilities/risk/vehicles.php](http://www.sandiego.edu/administration/businessadmin/facilities/risk/vehicles.php))
- Cash advances and ATM withdrawals
- Child care or pet care
- Computers and printers
- Flight insurance
- Furniture and furnishings
- Magazines and other reading material
- Membership fees for frequent flier clubs or airline VIP associations
- Office supplies that exceed \$5,000 per transaction
- Outside travel agency transaction fees that exceed \$35
- Personal expenses, goods, and services
- Prescription drugs and controlled substances
- Radioactive and hazardous materials/chemicals
- Travelers checks
- Weapons and ammunition

Where appropriate, restricted items should be purchased in accordance with established Accounts Payable policies and procedures. When purchasing qualified retail items such as office supplies or small office equipment of \$5,000 or less, the University's Accounts Payable Card should be used.

Questions regarding restricted transactions should be directed to the T&E Card Administrator at (619) 260-2337 or [ap@sandiego.edu](mailto:ap@sandiego.edu)

**J. Grant and contract expenditures**

Grant and contract travel and entertainment expenditures can be made with the T&E Card. However, such purchases are limited to those costs that can be identified with a particular sponsored project and meet the specified criteria for direct costs:

- Reasonable and necessary for the performance of the project;
- Allocable to the project;
- Consistently treated in like circumstances as a direct charge to a project; and
- Allowable under OMB CIRCULAR A-21 ([www.whitehouse.gov/omb/circulars/a021/a021.html](http://www.whitehouse.gov/omb/circulars/a021/a021.html)).

Grant and contract travel and entertainment expenditures must also comply with University policies — even if such policies are more restrictive. Only T&E card purchases

that comply with award guidelines can be charged to a grant or contract. When an expenditure is not allocable to the grant or contract, such expenditure should be charged to an unrestricted source.

**K. Disputing a transaction**

Billing statement charges not recognized by the cardholder as being legitimate should be reported to the T&E Card Administrator. It is the cardholder's responsibility to resolve disputed transactions with the merchant. If a disputed charge is resolved successfully, cardholders should obtain written confirmation of the resolution for University audit purposes.

If disputed transactions remain unresolved for 30 days, it is the cardholder's responsibility to notify US Bank no later than 60 days from the original statement date on which the disputed transaction appears. Cardholders should retain a written record of all discussions and names of Customer Service Representatives to prove a disputed charge for University audit purposes.

Transactions can be disputed immediately using the "Dispute Transactions" link at <https://access.usbank.com>. Note that the on-line method is the most expedient way to resolve a disputed transaction. For further assistance, contact the T&E Card Administrator at (619) 260-2337 or [ap@san Diego.edu](mailto:ap@san Diego.edu).

**L. T&E Card Audits**

The University Auditor or the Controller's Office will conduct regular audits of T&E Card activity and expense reports to ensure cardholders and their respective departments adhere to T&E Card Procedures. Exceptions noted during these audits will be communicated to the cardholder; the cardholder's supervisor, where appropriate; the T&E Card Administrator; and other University personnel, as appropriate, up to and including the Audit Sub-Committee of the Board of Trustees. These audits will assess adherence to University policies and procedures and will specifically examine whether:

- T&E Cards are used only by authorized cardholders for allowed University expenses, and are not used for inappropriate expenses;
- Documentation for all charges is appropriate and complete – especially the documentation of a business purpose and all persons involved;
- Charges are directed to appropriate Oracle POETS codes;
- Account statements are reconciled in a timely manner;
- Card transactions are reported on an expense report in a timely manner; and
- Expense reports are being reviewed and approved in a timely manner.

Failure to adhere to University policies and procedures may result in disciplinary measures including suspension or termination of T&E Card privileges, suspension or termination of employment, and/or legal action in accordance with the terms and conditions of the T&E Cardholder Agreement.



## **M. Card cancellation, expiration, and renewal**

### **1. *Card cancellation by employee or University***

A cardholder can cancel his/her card by contacting US Bank directly at (800) 344-5696 or the T&E Card Administrator at (619) 260-2337. T&E Cards will be cancelled automatically upon notice of termination. Upon card cancellation by a cardholder or upon notice of a cardholder's termination, the T&E Card must be returned to the cardholder's supervisor or the T&E Card Administrator.

### **2. *Cancellation by US Bank***

A card may be cancelled due to either of the following reasons: 1) the T&E Card is currently delinquent; or 2) the T&E Card has a recurring history of delinquency.

### **3 *Expiration and Renewal***

The T&E Card will expire on the date embossed on the card. Approximately two weeks prior to the expiration date, a renewal card will automatically be sent to the T&E Card Administrator and the cardholder will be notified that the card is ready for pick up or the card will be sent directly to the cardholder.

If a cardholder's T&E Card was not automatically reissued, please contact the T&E Card Administrator at (619) 260-2337.

**Note: It is the responsibility of the cardholder, budget administrator, and/or Supervisor to advise the Corporate Card Administrator of any/all "leave-of-absence" situations. The card must be suspended from use while the cardholder is out of the office during a leave-of-absence."**

## **N. Travel insurance and other benefits**

The University's T&E Card provides travel insurance and other benefits as follows. Further information regarding these benefits may be obtained from the US Bank website at [www.usbank.com](http://www.usbank.com).

- *Travel Accident Insurance*
- *Lost Baggage Insurance*
- *Emergency Assistance*

## **III. TRAVEL AND ENTERTAINMENT CARD FORMS**

The following forms are associated with the T&E Card program:

- *Travel and Entertainment Card Application*
- *Travel and Entertainment Cardholder Agreement*

**THIS AGREEMENT WILL BE COMPLETED WHEN THE CARD IS RECEIVED BY THE CARDHOLDER.**

**UNIVERSITY OF SAN DIEGO**

**TRAVEL AND ENTERTAINMENT CARDHOLDER AGREEMENT**

I understand and agree that use of the Travel and Entertainment Card (T&E Card) is subject to the following conditions:

1. I will only use the T&E Card for approved and qualified business travel and entertainment expenses in accordance with current policies and procedures, which may be changed from time-to-time at the sole discretion of the University of San Diego ("University"). I will not use the T&E Card for personal purchases, either for myself or for others. I will not use the T&E Card during business travel when I have been issued a travel or per diem cash advance.
2. I will use the T&E Card whenever possible to pay for approved business expenses including air travel, hotel, rental cars, meals, fuel for rental cars, and other qualified reimbursable expenses.
3. I understand that I am fully responsible for the T&E Card issued in my name and will not allow any unauthorized people to use it.
4. If my employment is terminated or if my T&E Card is cancelled, for any reason, I will return the T&E Card immediately. However, I understand and agree that I will remain solely responsible for payment of any remaining balance on the T&E Card, including without limit to all charges, late payment or delinquent fees.
5. I understand that I need to submit a properly completed and approved expense report, with all appropriate documentation, for all business travel and entertainment expenses charged on my T&E Card. I also understand that it is my responsibility to ensure that the Office of Accounts Payable receives my properly completed and approved expense report at least ten (10) business days before US Bank's established payment deadline to ensure a timely direct pay by the University to US Bank. I understand and agree that finance charges and late fees are my personal responsibility and are not reimbursable by the University.
6. I understand that I will be billed directly by US Bank for all charges made on my T&E Card and agree that I am solely and fully responsible for all such charges, except disputed or fraudulent charges. I further understand that payment is due upon receipt of the billing statement and that I will be responsible for any late payment fees, delinquent fees, or collection charges which will not be reimbursed.
7. I acknowledge and agree that to the extent permitted by applicable law, that the University during the course of my employment, may withhold from my wages or salary any amounts owed by me to US Bank that are more than one-hundred eighty (180) days past due, including any late payment fees, delinquent fees or collection charges associated with such past due amounts. I further acknowledge and agree that to the extent permitted by applicable law, if my employment is terminated for any reason, the University may withhold from my final wages or salary the amount of all unpaid charges to my T&E Card.
8. I understand that misuse of my T&E Card, including using the card for non-business transactions and the non-payment of charges, may result in disciplinary action up to and including termination of employment.
9. I understand the University will audit the use of this card and, accordingly, will audit my compliance to policies and procedures. I agree to comply with auditor requests and promptly furnish information to the auditor as requested.
10. I understand and agree that my use of the T&E Card is not a benefit of employment, and my permission to use the T&E Card can be rescinded or cancelled by the University at any time and for any reason in the University's sole and complete discretion.
11. I acknowledge that it is my responsibility to be familiar and to comply with all applicable procedures at the University that govern my use of the T&E Card.

Cardholder Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**UNIVERSITY OF SAN DIEGO**  
**TRAVEL AND ENTERTAINMENT CARD APPLICATION**  
*Use this form to apply for a card*

The USD Travel and Entertainment Card ("T&E Card") program enables cardholders to quickly and conveniently charge travel and entertainment related expenses from suppliers that accept Visa. Use of the T&E Card requires the cardholder and his/her supervisor to assume responsibility for obtaining and submitting appropriate receipts and documentation for reimbursement. Please refer to the TRAVEL AND ENTERTAINMENT CARD PROCEDURES for a complete description of cardholder and supervisor responsibilities as well as other important program guidelines.

**Send the completed Travel and Entertainment Card Application to:**  
**Corporate Card Administrator, Office of the Controller, Hughes Administration Center 204**

**Applicant Information**

<hr/> Applicant/Cardholder Name	<hr/> sandiego.edu Email Address	<hr/> Campus Phone
<hr/> Social Security Number	<hr/> Employee Number	
<hr/> Applicant/Cardholder Department	<hr/> Department Location	
<hr/> Supervisor Name*	<hr/> sandiego.edu Email Address	<hr/> Campus Phone

\*See TRAVEL AND ENTERTAINMENT CARD PROCEDURES for specific responsibilities of the cardholder's supervisor.

<hr/> Applicant/Cardholder Signature	<hr/> Date
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For Office Use Only:

Issuance \_\_\_\_

Date Issued \_\_\_\_

\_\_\_\_\_  
Card Number

**Budget Administrator's and Supervisor's Agreement:**

As the Budget Administrator and/or Supervisor of this applicant/cardholder, I confirm that I have read the Travel and Entertainment Card Procedures thoroughly and will comply with the "Responsibilities of Supervisors and Budget Administrators" as outlined in the procedures.

<hr/> Budget Administrator Signature (If different from Supervisor)	<hr/> Date
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<hr/> Supervisor Signature	<hr/> Date
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