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**Responsible University Administrators:**  
*Vice President for Business and Finance*

**Responsible University Office:**  
*Procure to Pay (P2P)*

**Policy Contact:**  
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## University Issued Group Travel Card (TCard)

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### Scope and Reason for Policy

This policy applies to all University employees who have been issued a Group Travel Card (TCard).

The University is responsible for paying for business related expenses which support its mission. Employees and affiliates (as defined by Executive Memo 37) are responsible for prudent use of university resources for business related purchases. Therefore, the University provides a TCard Program to allow designated employees traveling with one or more students for a university function to make group travel related purchases.

### Policy Statement

The TCard Program facilitates authorized cardholders the ability to purchase goods or services from a supplier for approved University group travel purposes.

### Policy

#### **Department Responsibility – Group Travel Card controls**

The department chair, head or administrator is responsible for ensuring financial controls are in place and monitoring the effectiveness of those controls for TCards assigned within their department. Internal controls may consist of approving TCard applications, reviewing financial reports, and assuring compliance with TCard policy and procedures.

#### **Group Travel Card Limits**

Standard spend limits are established by Procure to Pay (P2P). The department chair, head, or administrator may provide justification for increase of the monthly transaction limit, if justification is adequate P2P will increase the limit. All changes must be requested and approved in writing.

## Group Travel Card Utilization

To ensure the continued success of the TCard program and meet financial requirements, transaction audits will be conducted. Cardholders must provide all supporting documentation to the reconciler. The documentation is required for the verification of the transactions and for proper expense allocation of the purchases. Document retention must follow the University of Nebraska record retention policy. Card Sharing and personal use of the card is prohibited.

## Group Travel Card Holder Responsibilities

The TCard holder is responsible for knowing and applying all Policies and Procedures related to the TCard Program. The cardholder must:

- a. Complete an application for a TCard;
- b. Complete the University TCard policy training;
- c. Sign a TCard holder agreement;
- d. Ensure compliance with the TCard Policy and Procedures;
- e. Ensure purchases are only made for approved University-related Business Purposes. Report any misuse of the card to P2P;
- f. Ensure TCard will not be given to others to use. It is allowed for a card holder to make a purchase on behalf of another, but the cardholder should NEVER give their card to someone else to make a purchase.
- g. Ensure the physical security of the TCard;
- h. Ensure the TCard is not listed or used as a payment preference for personal on-line accounts (for example, Uber, Lyft, Hotels);
- i. Report any loss of the card or fraudulent charges immediately to the issuing bank (see contact information below) and to P2P;
- j. Provide all supporting documentation for the group travel transactions, prepare the Group Travel Card Expense Voucher and submit to P2P. It should be submitted no later than 10 business days after the final day of group travel. Confirm the following are documented on the Group Travel Card Expense Voucher:
  - i. Business purpose is stated for the expenses,
  - ii. List when and where expenses were incurred,
  - iii. List of traveler's whose expenses are covered by the card, and their University affiliation
  - iv. Itemize the expenses,
  - v. Approval signatures
- k. Upon employment separation or change in department, return the TCard to the University and notify P2P of separation; and
- l. Address any questions regarding the use of the TCard with P2P.

## Financial Approver Responsibilities

The departmental financial approver is responsible for the following:

- a. Ensure the purchase is allowed on the cost object;
- b. Ensure the correct cost object is being assigned to the purchase;
- c. Ensure budget allows for the purchase.

## Group Travel Card Reconciler Responsibilities

P2P personnel are responsible for pre-auditing and posting the transactions.

The reconciler is responsible for the following:

- a. Ensure each transaction complies with TCard policies and procedures;
- b. Review and reconcile all TCard holder transactions in a timely manner;
- c. Ensure proper documentation, including business purpose, is provided in support of all TCard transactions and the transactions are for appropriate University business use;
- d. Track disputed items to ensure resolution;
- e. Address questions regarding the use of the TCard to P2P.

### **Violations of Group Travel Card Policy**

A notice of violation will be sent to the cardholder, supervisor and financial approver. Two violations of TCard policy within a twelve-month period will result in immediate termination of the cardholder's account for a minimum of one year. Issuance of a new card after the one-year period will require a new application and successful completion of the TCard Training.

Fraudulent use by the TCard Holder will result in corrective actions in accordance with the policies of the Department of Human Resources, including pecuniary liability and the possibility of termination.

### **Group Travel Card Exception**

Exceptions to the TCard policy may be granted. In advance of the purchase, the cardholder's department should submit a written request to P2P. Policy exception requests to use the TCard for individual traveler lodging (non-group travel) shall be reviewed and approved by the TCard Financial Approver and Payment Services. P2P will notify departments in writing if approval has been granted or denied.

### **Rebates, Rewards, Promotional Items**

No rebates, rewards, or promotional items shall be accepted by the cardholder because of the TCard transaction for their personal use. These may be accepted by the cardholder's department or the University for appropriate departmental/institutional business use.

### **Sales Tax**

The University of Nebraska is exempt from paying Nebraska sales tax, the tax exemption number is printed on the front of the TCard. If this is not sufficient, a merchant may require a copy of the Nebraska Resale or Exempt Sale Certificate (Form 13) which can be requested from P2P. Exemption may be available in other states, contact P2P for assistance. In the event the merchant charges sales tax that exceeds \$20, the cardholder should seek reimbursement as soon as possible. If sales tax is not refundable or refused, the cardholder should document the attempts made to retrieve the sales tax.

[Procedures](#)

[Definitions](#)

**Business Purpose** - reason why a purchase is necessary. Typical reasons may include, but are not limited to, lodging, charter or rental transportation, group meals. A cardholder should reference the particular event.

**Card Sharing** - cardholder shares their card or card information with someone else to make a purchase. This is prohibited.

**Fraudulent** - when an individual uses the TCard to make unauthorized purchases. This includes intentional purchases for personal use.

**Group Travel Card** (TCard)- is a commercial card which allows a University employee to use the existing credit card infrastructure to make electronic payments for a variety of group travel related expenses.

**Group Travel Card Holder** - University of Nebraska employee or affiliate granted the privilege and trust of using a group travel card in accordance with University of Nebraska policy and procedures.

**Group Travel Card Expense Voucher** - a report of all trip activity/charges including the number of travelers, dates of travel, destination and other related information.

**Reconciliation** - matching of TCard charges to receipts or other supporting documentation, identifying the purchase within the University's accounting system and assisting with the resolution of disputes and discrepancies.

### Additional Contacts

<b>Subject</b>	<b>Contact</b>	<b>Phone</b>	<b>Email</b>
Lost/Stolen/Fraud/Disputes	US Bank	1-800-344-5696 1-701-461-2010-Collect-Outside U.S.	NA
Policy and Procedures	P2P		

### Forms

Group Travel Card Expense Voucher

### Related Information

See appendix A for a list of allowable and prohibited purchases

### History

This policy has been developed, processed, and reviewed under Executive Memorandum No. 32, "Development and Issuance of University-wide Policies."

This policy replaces the previous University of Nebraska Purchasing Card Policy and Procedures document (Revised April 2012).

## Appendix A

**Allowable and Prohibited Purchases include\***, but is not limited to, the following:

**\*If an item is not on either list below, consult with P2P.**

### Allowable Purchases

1. Lodging (room and applicable taxes only);
2. Charter buses and public transportation;
3. Airfare and baggage fees, with approved Concur trip request on trip leaders' profile,
4. Vehicle rental, fuel purchases and parking;
5. Group meals while traveling;
6. Athletic team pre-game, post-game, and after-practice meals "at home";
7. "In travel status only" expenditures for internet access (business or academic purposes only), services, repairs, equipment rental and non-personal supplies;
8. T Group activities while traveling. Athletic team activities shall be in compliance with NCAA guidelines and have been pre-approved by the Athletics Business Office;
9. Academic student group activities while traveling; and

### Prohibited Purchases

1. Personal use of any kind;
2. Recruiting expenditures, including recruiting-related travel;
3. Alcoholic beverages;
4. Gifts, donations, contributions;
5. Medical expenditures; and
6. Payments to individuals, employees or students for any reason.

## Appendix B

### Travel Card Exception Procedures

Travel card (TCard) holders seeking policy exceptions to use of the card for individual travel lodging may request exceptions via email to [pcard@nebraska.edu](mailto:pcard@nebraska.edu). Exceptions requests should include details regarding the Concur trip number, anticipated cost, business justification for the expense, and special circumstances that explain the need for the exception. The request should include the cost object that will fund the expense.

#### Process:

1. P2P will review request to validate all information is received
2. P2P will forward request for approval to campus for approval
3. Upon campus approval P2P will notify card holder of approval
4. Upon completion of travel card holder shall submit hotel receipt to P2P using the travel expense worksheet which references the Concur trip number.