



NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY Travel Card Application and Agreement

Date _____

Cardholder's Name Banner ID (last 6 digits):

E-mail Address: Department: Division:

Campus Bldg. & Suite: Office/Mobile#

Card Credit Limit Type (check one): Standard (\$5k per month) Custom Load (dept., responsibility to load card)

Primary/Default Banner FOAP#:

Fund: _____ Organization: _____ Program: _____

Responsibility and Financial Liability Agreement

The Cardholder acknowledges the University Travel Card (T-Card) is intended to be used for approved travel related business expenses only. Every purchase with this card must comply with the guidelines in the University Travel Policy and Travel Card Manual, which may be amended as necessary. Charges incurred which are prohibited by the university travel policy, travel card guide and agreement shall be the personal responsibility of the violating employee or cardholder. Therefore, I authorize the University to deduct from my payroll check amounts for unapproved purchases, unsubstantiated charges, overpayments and other charges not settled as outlined by the state of North Carolina in NC G.S. 138-6(c).

The cardholder accepts responsibility for the protection of the card and understands the travel card must not be used for any disallowed purchases unless prior written approval is granted by the travel card administrator/program manager.

Employees entrusted with a T-Card will be making financial commitments on behalf of the university and should strive to obtain the best value in purchases made.

Cardholders must have an approved Pre-Approval Report (authorizes travel) in Chrome River prior to making purchases with the travel card.

Cardholders should be aware that the travel card may not be accepted by merchants outside of the travel-related goods and services categories (MCC designation).

Notify the travel office immediately upon termination of employment and shred the travel card.

The approver/department head shall immediately notify (in writing) the travel card administrator of any cardholder who has a transfer of assignment/department or leaves the university so the card may be cancelled.

The approver/department head shall approve monthly transactions in Chrome River and immediately notify the travel card administrator of any cardholder that willfully misuses or abuses the travel card at any time.

The approver authorizes the employee to receive a university travel card and agree to comply with the terms and conditions listed in the travel card agreement.

(Cardholder Signature)

(Cardholder Printed Name)

Approver/Department Head/Dean/Vice Chancellor Signature

(Printed Name)

University Travel Card Program

Introduction

The proposed travel card/Aggie T-Card (offered through the Bank of America P-Card program) is to provide travelers with a safe, effective, convenient, and easy method to pay for expenses associated with official university travel. The program will allow individual and departmental (group) cards to be issued for university employees. Use of the travel card will eventually be mandated for all university travel. This mandate will tremendously reduce the current prepayment processing requirements (including time constraints), but increase the expense report audit requirements in the university travel office.

Features and Benefits

The travel card program will allow employees/departments to easily manage their individual/group needs. More obviously, the program will eliminate the need for the traveler to initially pay for their own expenses and provide financial readiness to all employees.

Fund/Organization/Account/Program (FOAP) validation will be performed in the Chrome River environment. Once recorded in Chrome River, the travel card transactions will be loaded into banner finance to ensure timely expense recording for departmental review and budget planning.

Chip and pin technology with a magnetic stripe will be utilized with the travel card. (Chip and PIN cards contain a microprocessor that requires cardholder authentication via a 4-digit Personal Identification Number (PIN) input at point-of-sale. The stripe will be available for vendors whose processing methods are incapable of processing chip and pin technology.)

Identified potential risks include: prohibited transactions will be exposed only after completion of transaction.

Travel Card Types

Departmental Travel Cards -issued to department administrators as a means to pay for travel-related purchases for occasional travelers, students, or non-employees.

Individual Travel Cards -issued to individuals (faculty, staff) who travel frequently on university business.

Student Group Travel Cards -issued to students loaded with funds (predetermined amount) for a specific time period. Funds are used to cover per diems for students involved in collegiate activities.

Eligibility and Application Form

The travel card (T-Card) is available to permanent university employees. Contract, temporary and student workers are not eligible to receive a card. Eligibility is based on business needs, as determined by department heads and is contingent upon:

- Traveler's/department's completed application specifying a valid fund number for the individual/department travel card with approvals from either the prospective cardholder's manager or department chair/dean.
- Execution of cardholder agreement and promissory note. An individual cardholder signs the promissory note (one time) when the card is issued. Travelers using a departmental card must have an approved Pre-Approval (PA) report to execute the promissory note.
- A travel card may be issued to individuals/departmental designee (person responsible for validating transactions and reports in Chrome River) after training is successfully completed.

Proper Travel Card Use

Cardholders may only use the travel card for university travel-related business transactions. Cardholders (travelers and administrators) are responsible for ensuring that all charges comply with policy and are properly itemized, supported by a business purpose, approved, and submitted via the travel authorization and expense reporting process utilizing Chrome River.

Processing in a timely manner is important to ensure expenditures are correctly reported. Expense reports should be completed and submitted immediately upon completion of travel. If transactions are not properly reported (expense report) within 30 days of completion of travel, they may be tax reportable to the traveler under the non-accountable plan.

The travel card may not be used for personal expenses. The cardholder is personally responsible for repaying the university any travel card charges deemed not allowable.

Cardholders who do not comply with university policies and procedures may have their travel card privileges revoked. Misuse of the travel card may result in disciplinary action, up to and including termination of employment.

Charges Allowed on card

A travel card shall be used to pay/prepay travel expenses which include: commercial transportation, lodging, shuttle fees, baggage, registration (domestic and foreign providers), fuel, parking, road tolls, rental cars, passport and visa processing fees.

Charges Not Allowed on card

Expenses associated with priority processing and transportation to obtain a passport/visa and non-travel expenditures are not allowed. Meals are not allowed on the card.

Accounting Cycle

T-Card monthly cycle will begin on the 25th of the month and end on the 24th of the following month.

Credit Limits

Standard credit limits on T-Cards are \$5000/monthly (a single transaction cannot exceed \$2500) and are limited by budget availability.

Cardholder Processing and Reporting

When a travel card (T-Card) purchase is made, the cardholder will ensure the scanned image of the transaction receipt and/or applicable document relating to the purchase is uploaded and attached to an expense report into the Chrome River environment with the corresponding transaction. Additionally, the university business purpose for the transaction and any needed reallocation of banner funds applicable to the transaction are entered into the Chrome River environment. An approved travel authorization, Pre-Approved report, is required for all university business travel and must be attached to each expense report (repayment/prepayment) relating to the authorized travel.

The T-Card monthly cycle ends on the 24th of the month. All transactions from your e-Wallet must be reconciled on or by the last day of each monthly billing cycle.

Supporting documents and receipts will be reviewed and audited in Chrome River.

Travel expense reports (ER) must be transmitted after travel is complete (no later than 30 days after travel end date). The required detailed expense report and documents outlined in the travel policy/procedure (receipt copies, justification correspondence, etc.) relating to the travel are stored in Chrome River. The approved expense report will be submitted, follow an electronic approval routing, and processed in the travel office.