
Subject: Mansfield University Travel Card Policy and Procedures

Authorized By: Controller's Office

Revised: August 7, 2015

The travel card is a Mansfield University credit card used *exclusively* for *all* official business travel on behalf of Mansfield University. The card may **not** be used to purchase goods or services or for personal purposes (except as noted in Sections C6, C7, and C8).

A. Obtaining a Travel Card

1. A travel card is issued to:
 - a) President, Provost and Vice Presidents
 - b) Management employees
 - c) Faculty and Coaches
 - d) SCUPA employees
 - e) AFSCME employees may be issued a travel card at the discretion of the Travel Card Administrator or designee of the Controller's Office.
2. Cardholders may use the travel card for all allowable travel expenses.
3. Travel cash advances will not be granted.
4. To obtain a travel card an employee must request it from the Travel Card Administrator.
 - a. Provide the following: address, telephone number.
 - b. Sign a document stating that he/she is aware of the travel card policy, including acceptance of personal liability (when card is picked up).

B. Employee Liability

1. The travel card is issued in the employee's name.
2. The employee is wholly responsible for charges against his/her travel card.
3. The Travel Card Administrator in conjunction with the travel card company establishes credit limits.
4. At the end of each month, the employee receives a statement from the travel card company listing charges against his/her account.

5. The employee is responsible for:
 - a) Reviewing all charges against his/her account.
 - b) Notifying the travel card company of any erroneous charges within 30 days of statement date.
 - c) Paying the total balance due, less any erroneous charges, by the due date (see Section H).
 - d) Safeguarding his/her travel card.
6. If an employee's account becomes delinquent (i.e., total balance due not paid by the due date), the employee might be subject to loss of travel card privileges (See Section G for further information).
7. Use of a travel card by anyone other than the person to whom the card is issued is prohibited.

C. Use of Travel Card

1. The travel card may be used to pay for the following expenses:
 - a) Transportation (includes taxi, airline, bus, train, subway etc.). The card may be used to pay for a rental vehicle with the exception of vehicles rented locally to be used in place of a state car or personal car. For local rentals contact the Purchasing Office.
 - b) Lodging,
 - c) Conference/registration fees, and
 - d) Other related allowable travel expenses, e.g., meals.
2. The travel card may be used to purchase gasoline for an employee's personal vehicle. However, the employee must provide an itemized receipt and can only claim gas or personal car mileage as established by the Travel Policy (Section M), not both will be reimbursed.
3. The travel card may be used to purchase gasoline for university fleet vehicles. Itemized receipt(s) must be attached when requesting reimbursement(s) for gasoline purchases and it must be indicated on the Travel Expense Voucher that a fleet vehicle was used.
4. Executive employees who either are assigned a vehicle or reimbursed for a leased vehicle according to the *Executive Vehicle Policy* may use the travel card for gasoline purchases for the assigned or leased vehicle.
5. Meals may be charged to the travel card and will be reimbursed in accordance with the appropriate Travel Policy (see Section M).
6. Miscellaneous reference materials such as books, tapes, and videos available for purchase at seminars/conferences may be charged to the travel card and will be reimbursed if approved by the employee's supervisor. **These are the only goods that can be charged to the travel card.**
7. Incidental business expenses, incurred while in travel status, such as copies, faxes, and postage may be charged to the travel card and will be reimbursed if approved by the employee's supervisor. Business meeting expenditures such as equipment rental and conference room charges must be made in accordance with procurement policies and **may not be charged** to the travel card.

8. The only times the travel card may be used for personal purposes are:
 - a) *Hotel costs*—Personal costs incurred while staying at a hotel such as movie charges, personal phone calls, and safe fees may be charged to the travel card but will **not** be reimbursed. Charges for laundry and dry cleaning may be charged to the travel card but are reimbursed only in accordance with the appropriate Travel Policy (see Section M).
 - b) *Conference related costs*—Personal costs related to the conference such as spouse/guest registration fee and entertainment/evening events specifically associated with the conference may be charged to the travel card but will **not** be reimbursed.
9. The travel card may **not** be used for movies or other entertainment not included in the hotel bill or conference charge.
10. The travel card may **not** be used to purchase gifts, souvenirs, or any other personal item not previously mentioned.
11. If a hotel or transportation carrier does not accept the travel card, other arrangements may be made with the Accounts Payable Office as appropriate.
12. The travel card may be used to pay for professional development (e.g. training courses). This payment method does not change the current practice of obtaining necessary approvals for reimbursement of these type of expenses.
13. **An employee may not use his/her travel card to pay for another employee's expenses.**
14. The card may be used to pay for meals associated with a Mansfield University search. If an employee must entertain an applicant at a meal, the employee may charge the cost of the applicant's meal to his/her travel card. An itemized receipt has to be provided to Human Resources along with a Travel Expense Voucher. Any charges for alcoholic beverages associated with the meal will not be reimbursed.
15. See page 7 of this section for a summary of travel card uses.

D. Sales Tax

1. For Mansfield University, tax-exempt means that the university does not pay:
 - a) PA sales tax
 - b) PA local hotel occupancy tax.
2. Employees should be aware that hotels charge also a PA state occupancy tax, which is different from the sales tax and the local occupancy tax. Mansfield University is not exempt from PA state occupancy tax and it is required to pay this tax.
3. Before travel begins, the employee should request a Tax Exempt Certificate from Accounts Payable Office whenever they are anticipating lodging in Pennsylvania and remind vendors of the university's tax-exempt status.

E. Reimbursement Requests

1. All costs will be reimbursed in accordance with the appropriate Travel Policy (see Section M).
2. The employee must:
 - a) Request reimbursement using a travel approval request (TAR) in case of a prepayment before travel occurs and a travel expense voucher (TEV) after travel is completed.
 - b) Attach all itemized receipts, as required.
3. The employee does not need to attach a copy of his/her monthly travel card statement to the Travel Expense Voucher. The Travel Card Administrator is able to see all the travel cards statements online on the travel card company website.
4. Payment of the Travel Expense Voucher will be made no later than ten working days following receipt in the Accounts Payable Office.
5. An employee who files an accurate Travel Expense Voucher, with all required itemized receipts attached, by the 10th day of the month (i.e., ten days after the billing cycle ending date), will receive the funds to pay his/her credit card bill by the due date.

F. Travel Card Violations

1. The Travel Card Administrator will review employee charges against travel cards on a monthly basis. Travel cardholders may be asked to provide justification for questionable charges.
2. If an employee violates any of the travel card policies, e.g., using the travel card for personal purchases (except as noted in Section C8), the employee will be given a written notice from the Travel Card Administrator or designee of Controller's Office.
3. If the employee violates any of the travel card policies a second time:
 - a) The employee may be asked to surrender the travel card to the Travel Card Administrator.
 - b) The travel card may be canceled by the Travel Card Administrator.
 - c) Disciplinary action may be taken, if appropriate.
4. An employee who loses his/her travel card privileges must request travel expense payments by processing a Travel Expense Voucher; cash advances will not be granted.
5. An employee who loses his/her travel card privileges may reapply after one year. The employee must complete the steps in Section A—Obtaining a Travel Card.

G. Delinquent Accounts

1. Each cardholder must pay his/her total balance due, less any erroneous charges, by the due date (see Section H).
2. An account that has not been paid in full by the due date is considered delinquent.

3. If the employee has a delinquent account, the employee will be given a written notice from the Travel Card Administrator or designee of Controller's Office.
4. If the employee's account is delinquent a second time:
 - a) The employee may be asked surrender the travel card to the Travel Card Administrator
 - b) The travel card may be canceled by the Travel Card Administrator
 - c) Disciplinary action may be taken, if appropriate
5. An employee who loses his/her travel card privileges must request travel expense payments by processing a Travel Expense Voucher; cash advances will not be granted.
6. An employee who loses his/her travel card privileges may reapply after one year. The employee must complete the steps in Section A—Obtaining a Travel Card.

H. Erroneous Charges

1. If an employee believes that a charge on a travel card monthly statement is incorrect, the employee must notify the travel card company as soon as possible by calling the customer service number on the back of the card.
2. The employee also must notify the Travel Card Administrator of any disputed charges.
3. The employee will not be required to pay the disputed charge if:
 - a) The employee notifies the travel card company of the disputed charge before the payment due date, and
 - b) The travel card company agrees that the disputed charge is incorrect or the disputed charge remains unresolved by the due date.

I. Lost/Stolen Travel Card

1. An employee must notify the travel card company immediately of a lost or stolen travel card. The travel card company will cancel the travel card and issue a new card.
2. An employee also must notify the Travel Card Administrator immediately, or by the next business day when appropriate, of the travel card cancellation.
3. Any fraudulent charges against the lost or stolen travel card will be handled in accordance with the travel card company's policies.

J. Termination of Employment

1. Upon termination of employment, the cardholder has to make sure all charges are paid in full before handing the card to the Travel Card Administrator.
2. The Travel Card Administrator will cancel the travel card.

K. Exceptions

Exceptions to this policy must be approved by the Vice President for Finance & Administration or his/her designee.

L. Contacts

To report a lost/stolen card, erroneous charges, or for any additional information, please contact the following:

Travel Card Administrator
Vicky Wyman570-662-4868
(Monday thru Friday 8:00 am to 4:15 pm)

Account Inquiries/Problem Resolution/Billing Dispute/Reporting Lost or Stolen Cards
Customer Service Group.....1-888-449-2273
(24 hours-a-day, 7 days a week)

M. Travel Policies

Travel policies are outlined in the Board of Governors Policy 1986-07A and the Commonwealth of Pennsylvania Management Directive 230-10.

These policies can be found on the Web Page for the Controller's Office under Travel:
<http://www.mansfield.edu/controller/travel.cfm>

SUMMARY OF TRAVEL CARD USE

Cost	Can the employee charge the cost to the Travel Card?	Is the cost reimbursable?
Conference/Registration Fee	Yes	Yes
Lodging	Yes	Yes, in accordance with Travel Policy
Meals	Yes	Yes, in accordance with Travel Policy
Gasoline—System vehicles	Yes	Yes, receipt required
Gasoline—Executive vehicles	Yes	Yes, receipt required
Gasoline—Personal vehicles (Justification required)	Yes	Yes, receipt required (only gas or mileage can be reimbursed not both)
Rental Vehicle to and from airports, train stations, etc.	Yes	Yes
Rental Vehicle from local vendor in place of state car	No (SPC Required)	N/A. Contact Purchasing Office
Transportation costs such as airline, train, tolls, and parking	Yes	Yes
Miscellaneous reference materials such as books, tapes, and videos	Yes	Yes, if approved by supervisor
Incidental business expenses, incurred while in travel status, such as copies, faxes, business phone calls, and postage	Yes	Yes, if approved by supervisor
Business meeting expenses such as equipment rental and meeting room charges	No	No. Contact Purchasing Office
Personal hotel costs such as movie charges, personal phone calls, and safe fees	Yes	No
Conference related costs such as spouse/guest registration fee, meals, and entertainment/evening events specifically associated with the conference	Yes	No
Laundry and dry cleaning (continuous travel status more than 5 days)	Yes	Yes, in accordance with the Travel Policy
Movies or other entertainment not part of the hotel bill or conference charge	No	No
Meals associated with a Mansfield University search	Yes	Yes, itemized receipts required
Gifts and souvenirs	No	No
Professional development	Yes	Yes
Cash Advance	No	N/A