



Travel Card Policy

NAME:	Travel Card Policy
ISSUING DEPARTMENT	Vice President for Finance & Administration
ISSUED DATE:	August 7, 2015
REVIEWED DATE:	November 17, 2020
APPROVING AUTHORITY:	President's Cabinet
DATE REVISED:	October 30, 2019
RELATED POLICIES:	Board of Governors Policy 1986-07A and Commonwealth of PA Management Directive 230-10

PURPOSE

To provide guidance for the use of the corporate credit card program for MU employees on official business travel on behalf of the University. The travel card is a Mansfield University credit card used *exclusively* for *all* official business travel on behalf of Mansfield University.

SCOPE

This policy will apply to all employees issued a Mansfield University travel card.

FORMS

[Travel Approval Request \(TAR\)](#)

[Travel Expense Voucher \(TEV\)](#)

RESPONSIBILITY

Controller's Office

Vice President for Finance & Administration

POLICY/PROCEDURE

An employee may request a travel card from the Travel Card Administrator within the Controller's Office by providing the employee's address and telephone number. The travel card will be issued in the employee's name and the employee is wholly responsible for charges on his/her travel card. The card will be sent to the Travel Card Administrator who will notify the employee of its arrival. The cardholder must sign a document stating their awareness of the travel card policy, including acceptance of personal liability in the use of the card when they pick up the card from the Travel Card Administrator. The travel card company in conjunction with the Travel Card Administrator establishes credit limits on the travel card. Cardholders may use the travel card for all **allowable** travel expenses and for which original receipts are retained for the Travel Expense Voucher (TEV). All expenses will be reimbursed in accordance with BOG Policy 1986-07A and Commonwealth of PA Management Directive 230-10. Employees must file a travel approval request (TAR) before travel occurs and in the case of a prepayment request. The travel expense voucher (TEV) must be submitted after travel is completed and within 60 days of the return date per IRS rules. If the TEV is submitted beyond the 60 days, the reimbursement must be included in the employee's wages on their W-2 (see IRS publication 463). The card may **not** be used to purchase goods or services or for personal purposes.

The travel card is a credit card and should be protected from theft, loss or abuse. The cardholder is responsible to review all charges on the card; to notify the travel card company of any erroneous charges within 30 days of the statement date; to notify the travel card company and the Travel Card Administrator if the card is lost or stolen. The cardholder is responsible to pay the total balance due by the due date, less any erroneous charges claimed with the card company. Use of the travel card by anyone other than the cardholder is strictly prohibited.

Travel card violations and or delinquent payment of credit card account may result in a written notice for the first offense. A second offense may result in the surrender of the travel card or cancellation of the card and or disciplinary action, if appropriate. The Travel Card Administrator reviews travel cards on a monthly basis and cardholders may be asked to provide justification for any questionable charges. Loss of travel card privileges requires the employee to reapply for reinstatement of card privileges after one year.

An employee with a travel card must surrender their travel card to the Travel Card Administrator prior to or on their last day employment. The employee must make sure all charges on the travel card have been paid in full before handing over the card to the Travel Card Administrator. The Travel Card Administrator will cancel the travel card immediately.

The Vice President for Finance & Administrations or his/her designee must approve any exceptions to this policy.

Detailed travel card procedures are available from the Travel webpage of the Controller's Office.

DISTRIBUTION

This policy will be posted to the Policies and Procedures the web page and maintained by the Controller's Office and the VP for Finance & Administration.