

I. DEFINITIONS

- A. Authorized Travel Card Users (Travel Card users): Employees who are authorized to use a Travel Card because they are a Travel Card Cardholder, Travel Card Custodian, Travel Arranger, or have been issued a Multiple User Travel Card by a Custodian for a specific business trip.
- B. College/Division Business Administrator (CDA): The chief business officer within each college or division. The CDA is ultimately responsible for overseeing the use of Travel Cards within their college/division.
- C. Concur: Travel Management System which allows users to process Travel Requests, make travel arrangements, and process Expense Reports.
- D. Department Business Administrator (DBA): The business administrator for a department, center, or institute within a college or division. The DBA is responsible for overseeing the use of Travel Cards within their unit.
- E. Delegates in Concur: Employees authorized to do one or more of the following tasks:
- Create and review Travel Requests and/or Expense Reports in Concur for specific employees and/or non-employees.
 - Submit Travel Requests and/or Expense Reports in Concur on behalf of specific non-employees (employees must submit their own Requests/Reports).
 - Approve Travel Requests and/or Expense Reports in Concur on behalf of specific employee approvers.
- F. Expense Report in Concur: Online report that documents travel expenses for a business trip. An Expense Report is created for each business trip and routed through electronic workflow for approval.
- G. Expense Types in Concur: Expense descriptions in Concur (Parking, Hotel Room Only, Hotel Tax, etc.), which help determine, in combination with the Travel Type, the PeopleSoft account that will be charged in the UHS Finance System. An Expense Type is selected for each transaction on the Expense Report in Concur. Expense Types are grouped under the following expense categories in Concur:
- Transportation
 - Lodging
 - Meals
 - Business Meals
 - Other
 - Moving Expense

MAPP 04.02.05 Travel Card Guidelines

- H. Fraudulent activity involving a Travel Card: The intentional use of a Travel Card for non-university purposes and/or falsifying Travel Card documentation.
- I. Merchant Category Code (MCC): A code selected for a merchant to identify their type of business and merchandise sold.
- J. Monthly Spending Limit: A dollar limitation of purchasing authority assigned to a Travel Card on total charges made during a monthly billing cycle.
- K. Payment Types in Concur: Original method of payment for expense transactions in Concur, which include:
- Paid by Traveler
 - Paid by UH – Centrally Billed Travel Card (appears for Travel Card transactions)
 - Paid by UH Voucher or P-Card
 - Paid by the third party
 - Zero-Dollar Expense Report (100% paid by traveler or trip cancelled)
- L. Supporting Documentation: A merchant produced or non-university document that records the relevant details for each item purchased including quantities, amount, a description of what was purchased, the total charge amount, the date of purchase, and the merchant's name and address (e.g. itemized sales receipt, invoice, credit receipt, etc.).
- M. Travel and Travel-Related Charges/Expenses
Travel charges/expenses associated with or incurred during business travel that are necessary and benefit the university. Examples include airfare, rental car, lodging, traveler's meals and business meals during overnight travel, and registration fees to attend an out-of-town conference.
- N. Travel Card Cardholders (Cardholders): Employees who have UH-issued Individual Travel Cards and/or Corporate Travel Cards, which have their name printed on the card.
- O. Travel Card Custodians (Custodians): Employees who have custody of UH-issued Department Travel Cards and/or Multiple User Travel Cards, which have the name of the department printed on the card.
- P. Travel Request (Request) in Concur: Online request to conduct a business trip or incur moving expenses. The Request is routed through electronic workflow for approval.
- Q. Travel Arrangers in Concur: Employees authorized to book travel for employees or non-employees in Concur.
- R. Travel Type in Concur: Type of business travel, which is used in combination with Expense Type to determine the PeopleSoft account charged in the UHS Finance System. Travel Type is selected on the Request in Concur. Below are the current Travel Types in Concur:

MAPP 04.02.05 Travel Card Guidelines

- Employee Travel in Texas (Not Student Recruiting)
- Employee Travel Outside TX, but Inside US, Canada, or Mexico
- Employee Travel Outside US, Canada, and Mexico
- Employee Travel to Recruit Students (All Destinations)
- New Employee Moving Expenses
- Participant Cost Travel
- Prospective Employee Travel
- Prospective Student Travel
- Regent Travel in Texas
- Regent Travel Outside Texas
- Student Domestic Travel (Not Field Trip or Competition)
- Student Field Trip in the US
- Student Foreign Travel (Not Study Abroad)
- Student Study Abroad Travel
- Student Team Competition
-
- Travel for a Consultant (Paid a Fee)
- Travel for a Lecturer/Artist (Paid a Fee)
- Travel for Other Contractor (Paid a Fee)
- University Guest Travel (Not Paid a Fee)

S. Traveler Type in Concur: Type of traveler in Concur, which is automatically selected on the Request in Concur and based on the traveler's Concur profile. Below are the current Traveler Types in Concur:

- Employee
- Prospective Employee
- Prospective Student
- Regent
- Student (Non-Employee)
- UHS Contractor (paid a fee)
- University Guest (not paid a fee)

T. UH Travel Card: A credit card which is issued by a bank under the state contract for travel cards and used to pay for authorized travel and travel-related expenses. The following are types of UH travel cards:

Local Department Travel Card:

A charge card issued to a university department for the purpose of making authorized travel related purchases on the university's behalf with local funds only. The Local Department Travel Card always remains within the department business office and it is used for travel charges that can be made from the office location. The university will issue payment for charges made with the Local Department Travel Card.

MAPP 04.02.05 Travel Card Guidelines

Local Multiple User Travel Card:

A charge card issued to a university department for the purpose of making authorized travel related purchases on the university's behalf with local funds only. A Multiple User Travel Card is issued to a traveler and used for travel charges during the business trip. Immediately upon the traveler's return, the card must be returned to the business office. The university will issue payment for charges made with the Local Multiple User Travel Card.

Local Individual Travel Card:

A charge card issued to an employee of the university for the purpose of making authorized travel related purchases on the university's behalf with local funds only. The Individual Travel Card should not be used to make purchases for individuals other than the employee to whom the card is issued. The university will issue payment for charges made with the Individual Travel Card.

Corporate Travel Card:

A charge card issued to an employee of the university for the purpose of making university travel related purchases. The employee is billed and responsible for payment for charges made with the Corporate Travel Card. The employee may request reimbursement for authorized travel related purchases made with the Corporate Travel Card. See MAPP 04.02.01C.

II. APPLYING FOR A NEW TRAVEL CARD

A. Completing Application

An Application/Approval form (Addendum A, B or C) must be completed for each new travel card, approved by the appropriate College/Division Administrator, and e-mailed to the AP Travel Manager in Accounts Payable, along with the result of Authorization for Criminal History Investigation (see section B below).

B. Completing HR Form: Authorization for Criminal History Investigation

Each prospective cardholder or custodian must complete HR form "Authorization for Criminal History Investigation" (<http://www.uh.edu/human-resources/forms/index.php>). The completed form must be faxed to Human Resources (HR). HR will notify the department of the result via e-mail. The HR e-mail authorizing the prospective cardholder or custodian to receive a Travel Card should be forwarded by e-mail to the AP Travel Manager, along with the Travel Card application.

If the prospective cardholder or custodian previously completed the "Authorization for Criminal History Investigation" process within the past six (6) months, he/she will not be required to complete the process again. In such cases, the department should forward the previous e-mail notification from HR with the background check results (or obtain another email from HR based on the prior results) to the AP Travel Manager, along with the Travel Card application.

C. Online Training and Acknowledgement of Responsibility

The applicant must complete online training that is designed for cardholders and custodians, which includes an acknowledgement of responsibility for proper use of the card, before the card will be released to the applicant.

MAPP 04.02.05 Travel Card Guidelines

D. Direct Deposit

For security purposes, all Travel Card cardholders and custodians must receive their salary or wage from the University of Houston as a direct deposit, rather than a check. The CDA is responsible for verifying this information when they sign the Application/Approval form.

III. AUTHORIZED TRAVEL CARD USER RESPONSIBILITIES

A. Safeguarding of the Travel Card and Account Number

1. Travel Card users are responsible for safeguarding the Travel Card and account number at all times.
2. Travel Card users should not allow anyone else to use the Travel Card or Travel Card account number, unless they are authorized to do so in accordance with these guidelines.

B. Obtaining Pre-Approval on a Travel Request

1. Before making a purchase with a Travel Card, the Travel Card user must verify that a Concur Travel Request has been pre-approved by all required approvers for the associated business trip. Travel Card purchases made without a pre-approved Travel Request may be considered the personal financial responsibility of the Travel Card user and may subject the user to disciplinary action and/or cancellation of the Travel Card.
2. A Travel Request must be created and approved to request business-related travel for employees, students, regents, guests, contractors, prospective employees, and prospective students, and to request moving reimbursements for new employees.

C. Making a Purchase with the Travel Card

1. All Travel Card transactions must directly benefit the university and be in compliance with university, state, and federal rules and regulations.
2. The Local Department Travel Card must remain in the business office location at all times. Local Department Travel Cards can be used for the following travel and travel-related charges:
 - a. Airfare
 - b. Hotel
 - c. Rental car
 - d. Registration
 - e. Other travel related charges that can be made from the office location
3. Individual Travel Card and Multiple User Travel Card, which are only paid with local funds, can be used for the following travel and travel-related charges:
 - a. Airfare
 - b. Hotel
 - c. Rental car
 - d. Gasoline for rental car
 - e. Registration
 - f. Travel meals for the traveler only during an overnight trip
 - g. Travel incidentals
 - h. Business meals for the traveler and others during the business trip
 - i. Books, supplies, or other materials needed while traveling
4. The following cannot be purchased on any Travel Card:
 - a. Items for personal use/purpose
 - b. Airfare that includes one or more non-business destination(s)
 - c. Items that are not related to university business travel, except for business meals and needed materials purchased by the traveler during travel status

MAPP 04.02.05 Travel Card Guidelines

- d. Items prohibited by a sponsored agreement when using sponsored project funds to pay for Travel Card transactions
 - e. Travel meals for the traveler during a non-overnight trip
 - f. Cash advances
 - g. First class or business class airfare, unless the receipt or backup document clearly indicates that there is no additional cost for the upgrade.
 - h. Purchases using PayPal, unless the vendor only accepts PayPal as a payment method and the required documents are uploaded (See III. C. 3.).
 - i. Gratuity exceeding 20% of the transaction amount on transactions that normally require gratuity, such as meals and taxis. Gratuity is only allowed on Travel Cards charged to local funds.
 - j. Moving relocation payments (MAPP 02.02.05).
 - k. Other purchases prohibited by MAPP 04.02.01A and MAPP 04.02.01B (e.g., purchases that are considered extravagant).
5. When purchasing business meals from Texas vendors, the cardholder must claim exemption from State of Texas sales tax using the university's Tax Exemption Certificate located at: http://www.uh.edu/finance/pages/tax_doc.htm
If a Texas vendor charges more than \$10 of sales tax to the Travel Card, the cardholder must take the following actions:
- a. Within 15 days of the transaction, request the vendor in writing to issue a credit for the sales tax back to the cardholder's card. Upload this document as a backup document along with the Expense Report for the card.
 - b. Verify the credit is received in the same or following billing cycle. If not, follow-up with the vendor.
 - c. If the vendor refuses to give the credit back, discontinue using that vendor, if possible.
 - d. If sales taxes are charged to grant cost centers, they must be reallocated to appropriate local cost centers.

D. Supporting Documentation

1. The Travel Card user is responsible for obtaining an itemized receipt or other form of supporting documentation (see I.J.) for each purchase and uploading the documentation to Concur in the required timeframe (see III.D. below). Employees issued a Multiple User Travel Card for a business trip must submit the documentation to the custodian of the Travel Card immediately after returning from the business trip.
2. Employees uploading supporting documentation to Concur must ensure that the full credit card number is not visible on any receipts or backup documentation before they are uploaded to Concur. Only the last four digits of the card number may be displayed on uploaded documents.
3. The following information must be provided for business meals, as required by MAPP 05.02.02, Official Functions and Discretionary Expenditures:
 - a. Date and location of event
 - b. Detailed description of the nature and purpose of the function
 - c. If 10 or fewer attendees, names of the participants, their titles, instructional affiliations, relation to the university
 - d. If more than 10 attendees, name of honored guest, the number of attendees, the general relationship of the guests to the university
 - e. Approval from the dean or director if refreshments or meals for meetings limited to university employees

MAPP 04.02.05 Travel Card Guidelines

- f. Business meals, including beverages, tax, and gratuity, shall not exceed \$100 per person. No exceptions will be made.
 4. PayPal must not be used unless the vendor only accepts PayPal as an online payment method. If PayPal payments are needed, cardholders must obtain the following documents to support the purchases:
 - a. Screen snapshot of the vendor website indicating that the vendor is only accepting PayPal payments
 - b. Itemized receipt issued by the vendor
 - c. E-mail from PayPal confirming the purchase
- E. Creating and Processing Expense Reports in Concur
1. All Travel Card transactions are loaded by the credit card bank to Concur daily.
 2. Travel Card charges will appear in the cardholder's queue (Individual Travel Card) or the custodian's queue (Department Travel Card and Multiple User Travel Card) in Concur.
 3. The cardholder, custodian, or their delegate must first verify that an approved Travel Request exists in Concur for the business trip that is related to the Travel Card transaction. If so, they create an Expense Report in Concur for the business trip, if it is not already created, and assign Travel Card transactions to that Expense Report. If a Travel Request has not been approved, it must be created and routed for approval and must contain an explanation for submitting the Travel Request late.
 4. The cardholder, custodian, or their delegate will complete the Expense Report header and assign an expense type and cost center to each Travel Card transaction in the Expense Report and upload itemized receipts and supporting documentation in Concur in the required timeframe. Any policy violations or missing documentation must be noted by the Expense Report creator.
 5. The Expense Report is then routed through electronic workflow to the appropriate certifying signatory for their review and approval. The certifying signatory must be someone other than the person who submits the Expense Report into workflow.
 6. The certifying signatory reviews the Expense Report for appropriate cost center and expense type, adequate receipts and supporting documentation, and compliance with university travel policy.
 7. When the certifying signatory approves the Expense Report, it is sent to Accounts Payable for final review and approval.
 8. The certifying signatory may "Approve and Forward" the Expense Report to the traveler's supervisor for approval, if needed. This is an optional step that may be needed when unusual transactions require additional review. After the supervisor approves, the Expense Report will go directly to Accounts Payable.
 9. Expense Reports involving moving expenses, payments to foreign nationals, or when receipts were not submitted to the business office within 60 days after the trip must also be reviewed by the Tax Department. If one of these situations exists, the Tax Department will automatically be added as a workflow approver after the certifying signatory and before Accounts Payable.
 10. Cardholders and custodians are responsible for submitting Expense Reports in Concur through the certifying signatory to Accounts Payable no later than the 25th of the month following the month in which those transactions occurred. For example, Travel Card charges with a transaction date in September (September 1 – September 30) must be submitted to Accounts Payable on an Expense Report by October 25 in Concur. If the 25th falls on a weekend or holiday, the due date will be the following business day unless otherwise announced by AP.

MAPP 04.02.05 Travel Card Guidelines

F. Disputed Charges

1. If an erroneous charge appears in Concur, the cardholder or custodian must ask the vendor to reverse the charge.
2. If the vendor agrees to reverse the erroneous charge, the cardholder or custodian must write a memo indicating when the request was made and upload the memo to the appropriate Expense Report in Concur in lieu of an itemized receipt.
3. If the vendor refuses to reverse the erroneous charge or agrees to reverse the charge but does not do so by the end of the following calendar month (i.e., the month after the transaction occurred), the cardholder or custodian must complete the Statement of Disputed Item Form (Addendum D) and send the form to the AP Travel Manager immediately, who will forward the form to the bank. The bank requires that the dispute form be submitted to them no later than 60 days after the end of the billing cycle where the transaction originally appeared. The cardholder must upload a copy of the Statement of Disputed Item Form to the Expense Report as well.

G. Airfare Cancellations

1. If the airfare is refundable, the cardholder or custodian should verify that a credit appears in Concur by the end of the following calendar month. If a credit does not appear in Concur, the cardholder or custodian should follow the steps indicated in Disputed Charges above.
2. If the airfare is non-refundable, the cardholder or custodian should notify the CDA (or designee) that the traveler can use the cancelled non-refundable ticket towards the next airfare purchase. The cancelled non-refundable ticket amount may be deducted from the next airfare purchase (exchange fees may apply). If the original airfare was booked through Concur, the credit will automatically appear when the traveler books a future flight in Concur.

H. Annual Training

Cardholders, custodians, and travel arrangers are required to complete online training annually to maintain their Travel Card or to continue to book travel in Concur. The online training requires each employee to acknowledge their responsibilities at the end of the session.

I. Acknowledgement of Responsibility for Multiple User Travel Cards

Travelers that checkout a Multiple User Travel Card for use on a trip are not required to complete Travel Card training. However, they must sign an Acknowledgement of Responsibility for Multiple User Travel Card form (Addendum E) prior to receiving the card, which specifies their responsibilities for using and safeguarding the card.

J. Lost/Stolen Cards

1. If a Travel Card is lost, stolen, or damaged, the Travel Card user must notify the bank immediately at 1-800-248-4553 (outside the U.S. call collect 1-904-954-7314). Representatives are available 24 hours a day to provide assistance.
2. The Travel Card user must notify the AP Travel Manager, and the custodian in the case of a Multiple User Travel Card, of the lost/stolen/damaged card within 24 hours.
3. If a Travel Card is found after it has been reported lost or stolen, it must be destroyed by cutting it in half. The same procedure applies if a card is damaged. Both card halves must be submitted to the department business office, which will submit them to the AP Travel Manager.

MAPP 04.02.05 Travel Card Guidelines

K. Cancellation of Cards

If a card is not lost or stolen, but needs to be cancelled for some other reason, the cardholder or custodian must notify the CDA (or designee). The Travel Card should be cut in half and submitted to the department business office, which will submit both card halves to the AP Travel Manager.

IV. COLLEGE/DIVISION ADMINISTRATOR RESPONSIBILITIES

The College/Division Administrator is ultimately responsible for overseeing the use of Travel Cards within their college/division. Unless otherwise indicated, the CDA may delegate Travel Card administrative tasks to other individuals within their college/division, but retains primary responsibility for ensuring that transactions are appropriately reviewed, approved, documented, assigned the correct cost center and account, and that the other tasks described below are completed in a timely manner. The CDA may request the inactivation or cancellation of a Travel Card within their college/division at any time at their discretion.

A. Tasks that Cannot be Delegated by the College/Division Administrator:

1. Approving a Travel Card Application/Approval form (Addendum A, B, or C) for a new Travel Card
2. Requesting a change to a custodian for an existing Department Travel Card
3. Requesting a change in the monthly spending limit for a Travel Card

B. Cardholder Maintenance

1. The CDA (or designee) must notify the AP Travel Manager by email when a Travel Card should be cancelled for one of the following reasons:
 - a. Cardholder no longer requires a Travel Card
 - b. Cardholder is transferred to a different department
 - c. Travel Card is lost, stolen, or damaged
 - d. Inappropriate use of Travel Card
2. The CDA must notify the AP Travel Manager by email of any Department Travel Card custodian changes.. This request must come from the College/Division Administrator and cannot be delegated.

C. Processing Expense Reports for Travel Card Charges in Concur

The CDA (or designee) must ensure that all Travel Card charges for the previous calendar month are assigned to an Expense Report and submitted to Accounts Payable for approval by the 25th of the following month, as indicated in III.D. above.

D. Monitoring Pending Credit

The CDA (or designee) must closely monitor credits claimed by the cardholder. Each pending credit claimed by the cardholder should be followed by an actual credit entry in the online bank system. The CDA (or designee) should also verify that the cardholder submits a Statement of Disputed Item Form to Accounts Payable in a timely manner, if required.

E. Review for Irregular Transactions on Travel Cards

The CDA (or designee) is responsible for identifying and investigating irregular transactions, such as transactions that do not appear to be related to travel or that do not appear to be business-related. If fraudulent activity is suspected, the CDA must report the suspected fraud in accordance with SAM 01.C.04, Reporting/Investigating Fraudulent Acts.

MAPP 04.02.05 Travel Card Guidelines

F. Requesting Override or Credit Limit Increase

1. If an appropriate Travel Card transaction cannot be processed because of the merchant category code restriction, the CDA (or designee) may email the AP Travel Manager to request an override of the restriction.
2. If Travel Card transactions cannot be processed because the amount exceeds the dollar limit of the Travel Card, the College/Division Administrator may email the AP Travel Manager to request a temporary or permanent increase in the monthly spending limit. This request must come from the College/Division Administrator and cannot be delegated.

G. Liability Balance

Once Concur Expense Reports are approved by AP, a nightly process transfers accounting information to the UH System Finance System. Vouchers and journals are created in the Finance System based on the entries in the Concur Expense Report. Any insufficient budget checking errors will be overridden by Accounts Payable, so the voucher or journal will post the appropriate cost center and account. If the budget checking error cannot be overridden (if, for example, no budget exists), AP will change the account on the voucher or journal to 20113 (Concur Liability) and post them to the Finance System on the cost center(s) indicated in the Concur Expense Report. The CDA (or designee) is responsible for monitoring the Concur Liability account balance in their cost centers and for clearing the liability balance within 30 days. The balance of account 20113 must be zero at the end of the fiscal year.

H. Annual Training

College/Division Administrators and all employees who review or approve Travel Requests and/or Expense Reports in Concur must take annual online Travel Card training. The online training requires each employee to acknowledge their responsibilities before completing the session.

V. **ACCOUNTS PAYABLE RESPONSIBILITIES**

The Travel Card program is administrated by Accounts Payable. General responsibilities of Accounts Payable are as follows:

- A. Provide Travel Card training to cardholders, custodians, travel arrangers, College/Division Administrators, and others who review or approve Travel Requests and/or Expense Reports in Concur
- B. Issue/cancel Travel Cards
- C. Maintain Travel Card data
- D. Process overrides requested by the CDA (or designee) for appropriate transactions
- E. Process monthly spending limit changes requested by the CDA (cannot be delegated)
- F. Report disputes submitted by cardholders and custodians to the bank
- G. Create and process vouchers payable to the credit card bank in order to pay the total amount charged to Travel Cards using the AP cost center and Travel Liability account (20110)

MAPP 04.02.05 Travel Card Guidelines

- H. Reconcile credit card bank charges with payments to the bank and verify the payments posted correctly in the bank's system
- I. Generate monthly Excel reports of all Travel Card transactions and post them to the finance share drive.
- J. Setup Travel Card cardholders and custodians in Concur and update as needed
- K. Review and approve Concur Expense Reports
- L. Process vouchers/journals that are generated by the Finance System based on Concur Expense Reports that were approved by Accounts Payable.

VI. SANCTIONS FOR NON-COMPLIANCE WITH THIS POLICY

A. Unauthorized Transactions

- 1. Violations for Unauthorized Transactions include the following:
 - a. When authorized Travel Card users who allow someone else to use their Travel Card
 - b. Non-travel charges, except for business meals and needed materials during travel status
 - c. Gratuity exceeding 20%
 - d. Personal purchases (including personal purchases by error)
 - e. Airfare that includes any non-business destination(s)
 - f. Other inappropriate use
- 2. Unauthorized charges should be coded as "Unallowed Charge on UH Credit Card" in the Expense Type field in Concur.
- 3. If an Individual Travel Card cardholder has three (3) Unauthorized Transactions on his/her card during the life of the card, the card will be cancelled. The cardholder will not be eligible to receive another Travel Card or use a Multiple User Travel Card for the following six (6) months. The cardholder must take instructor led AP Travel Card training before receiving a new Travel Card or using a Multiple User Travel Card.
- 4. In some instances, the bank will cancel an Individual Travel Card and issue a new card to replace it, such as when a card expires or if the card is lost or stolen. In such cases, the violations for the previous card will be transferred to the new card.
- 5. If a Multiple User Travel Card user has one (1) Unauthorized Transaction on a Travel Card, the employee will not be eligible to use a Multiple User Travel Card again until he/she completes instructor led AP Travel Card training.
- 6. If a Department Travel Card has three (3) Unauthorized Transactions during the life of the card, the Department Travel Card will be suspended until all custodians for that card have completed instructor led AP Travel Card training.

B. Lack of Supporting Documentation and/or Approval

- 1. Violations for Lack of Supporting Documentation and/or Approval include the following:
 - a. A Travel Request for the associated Travel Card transaction was not fully approved on or before the first date of travel
 - b. No itemized receipt (or other acceptable form of supporting documentation indicated in Section I.J.) is provided for the Travel Card transaction

MAPP 04.02.05 Travel Card Guidelines

2. If an Individual Travel Card cardholder has three (3) instances of Lack of Supporting Documentation and/or Approval on his/her card during the life of the card, the card will be cancelled. The cardholder will not be eligible to receive another Travel Card or use a Multiple User Travel Card for the following six (6) months. The cardholder must take instructor led AP Travel Card training before receiving a new Travel Card or using a Multiple User Travel Card.
3. If a Multiple User Travel Card user has one (1) instance of Lack of Supporting Documentation and/or Approval, the employee will not be eligible to use a Multiple User Travel Card again until he/she completes instructor led AP Travel Card training.
4. If a Department Travel Card has three (3) instances of Lack of Supporting Documentation and/or Approval during the life of the card, the Department Travel Card will be suspended until all custodians for that card have completed instructor led AP Travel Card training.

C. Annual Training Not Completed

1. If cardholders, custodians, and College/Division Administrators do not complete annual Travel Card training within the required timeframe, their Travel Card will be inactivated until the training has been completed.
2. If travel arrangers, College/Division Administrators, and others who review and/or approve Travel Requests and Expense Reports in Concur do not complete annual training within the required timeframe, Accounts Payable will suspend their access to Concur until the training has been completed.

D. Liability Balance Not Zero at Year End

If the Concur Travel liability balance is not zero at the end of the fiscal year, the associated Travel Card will be inactivated until the liability balance is cleared.

E. Accounts Payable May Inactivate or Cancel

Accounts Payable may inactivate or cancel a Travel Card at any time at their discretion. If this occurs, they will notify the College/Division Administrator of the reason for the inactivation or cancellation.

Reference: MAPP 04.02.05

Additional restrictions apply in accordance with the university policies (SAMs and MAPPs).