

DATE: June 20, 2011

TO: Cardholders, Reconcilers, Approvers, UBMs

FROM: Robin Stewart, Assistant Director for Card Operations

RE: ProCard Use - Employee and Student Travel Restrictions

The ProCard Office recently reviewed travel-related transactions on ProCard accounts. The review found that travel expenses had been paid on behalf of employees and students. **It is a violation of policy to use a ProCard for employee or student travel.** Travel expenses include, but are not limited to airfare, hotel, rental cars (except one-day rentals), passports or visas, baggage fees, taxi fares, and meals<sup>1</sup>.

Please review the Controller's Office website for specific policies and procedures related to travel expenses: <http://louisville.edu/finance/controller/acctops/travel/travelpolicy.html>. Employees and students must pay out-of-pocket and submit a travel voucher for reimbursement for travel arrangements not booked through the university's contract with Egencia<sup>2</sup>.

All cardholders, reconcilers, and approvers are responsible to be aware of ProCard restrictions. It is recommended that employees with ProCard responsibilities periodically review the restrictions list on the ProCard website: [www.louisville.edu/procard](http://www.louisville.edu/procard). If you are unsure about purchasing a specific item, please contact the ProCard Office for clarification before initiating the transaction.

CC: Deans/VPs, Directors, Department Heads

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<sup>1</sup> The ProCard may only be used for business entertainment meals while traveling. Business entertainment is covered in section E of the university's travel policy. All other meals should be paid out-of-pocket by the employee or student and submitted for reimbursement through a travel voucher.

<sup>2</sup> Employees and students may arrange advance airfare or reservations for select hotels (hotel rates must be **Egencia Preferred Rate** or an **Expedia Special Rate**) through the Egencia website. Egencia transactions are billed to the university's central billing card and allocated to departmental speed types provided by the employee booking the travel. Additional information on the Egencia travel program is available on the Controller's Office web site: <http://louisville.edu/finance/controller/acctops/travel/egenciainfo.html>.