Travel Talks

Friday 01/19/24
Travel Talks

Today’s Agenda

Travel Cards and YOU!
- A quick guide on how Travel Cards work
WEX Cards/GraspPay
Travel Cards for Grad Students and Medical Residents
Q&A Session

This presentation will be recorded for future viewing

Travel Talks to continue WEDNESDAYS @ 1:30
Travel Card

Accounts Payable Office
Service Complex
Room 212
M-F, 8AM-4:30PM
travlcrd@louisville.edu
What, Why and How

- Individual cards used for business travel
  - Issued to individual employee not to the department
- Reduces traveler's out of pocket expenses
- Eliminates the need for WEX cards
  - Card used to secure hotel room and presented at check in
- All transactions are automatically transmitted to PeopleSoft T&E system
- Allocation is completed when the expense report is processed - **REQUIRED**
Card Basics

• $5,000 per month limits and $2500 per transaction
• Controlled by Merchant Codes
• Automatic renewal after 3 years
• Lost/Stolen Cards
  • During working hours, immediately notify the Accounts Payable Office at 852-8237 who will then contact PNC Bank.
  • During non-business and weekend hours, immediately notify PNC Bank at 1-800-685-4039.
  • PIN last four digits of employee ID

• Cards will be monitored and cancelled after eighteen (18) continuous months of inactivity
• Cards will be cancelled upon termination of employment, policy violations and or misuse.
• Transfers require new department approval and an updated default speedtype.
New WEX Card/Grasp Pay Claus

Graduate Student and Medical Resident Travel Cards

- Limited Credit
- Limited Time Period
- Issued with a $1 balance

- Departments will need to fill out form to submit Trip Dollar Limit and Beginning and End of trip

All Travel Card applications have a 7-10 Business day turnaround
Suggested Uses

- Airfare
- Lodging
- Car rental-Enterprise/National
- Gas for rental
- Taxis
- Parking
- Tolls
- Registrations
- Business Meals
- Travel related COVID testing
Restricted Items List

- Airline amenities
- Hotel incidentals – food purchases, movies, etc.
- Personal meals
- Transportation to/from personal meals
- Equipment purchases
- Office supplies
- Software
- Personal entertainment
- Souvenirs
- Licensing fees and dues

This is not an all-inclusive list.

http://louisville.edu/finance/controller/acctops/travel/nonallowedtravel
Business Meals vs Personal Meals

**Business Meals**

Meals or refreshments that are incidental to and a continuation of the business purpose of a meeting.

Must provide location, business purpose or topics discussed, names of participants and an itemized receipts.

**Personal Meals**

In general, meals while traveling are considered personal unless you are entertaining a guest or conducting a business meeting.
Violations/Suspected Misuse

• Accidental personal purchases, must be reported to the Accounts Payable office and Cardholder must reimburse the University.
  • Reduce reimbursable amount on expense report
  • Pay back department by check and include deposit slip on expense report

• Suspected misuse should be reported to Accounts Payable via the Travel Card service account travlcrd@louisville.edu or reported anonymously through the Compliance Hotline.

• Possible consequences of misuse
  • Card suspension
  • Permanent card cancellation
  • Disciplinary action, up to and including prosecution and/or termination of employment
Cardholder Responsibilities

- **Complies with University Travel Policies and Procedures**
  - [Travel Card Policy](#)
  - Card security
  - Obtains FULL International Travel Approval
  - Obtain receipts and submits expense reports
  - Verify all transactions on the PNC monthly statement
    - This is to ensure all transactions are accurate
    - Disputed charges must be reported to Accounts Payable and PNC immediately
    - Statements run the 16th to the 15th of the following month
Proxy Responsibilities

• Optional role - Creates expense reports for the traveler

• Assigns My Wallet transactions to the appropriate expense report and attaches receipts/backup documentation

• May have the added responsibility of ensuring the charges are allocated to the appropriate speedtype and account code
Expense Manager Responsibilities

• Performs the final review of an expense report before it is submitted to Accounts Payable for processing

• Verifies purchases are for the benefit of the University and addresses any policy violations or missing documentation

• Ensures all charges are allocated to the appropriate speedtype and/or account code

• [BI - Home >FI >Department >Travel_Card_Transactions]
Managing Transactions

MY WALLET
• Feature in PS that holds card transactions
• Available to Cardholder and Proxies

STATEMENTS
• Sent by email to cardholder to review
• Can be sent to proxies/supervisor if needed

SYSTEM NOTIFICATIONS
• Sent to cardholders only

OTHER REPORTING
• [BI - Home >FI >Department >Travel Card Transactions]
Questions?