



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

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?

