

April 2024

A University of Louisville Travel Card is a visa credit card that is directly billed to and paid for by the University of Louisville. The Travel Card is integrated with the University's online travel and expense system, streamlining the expense reporting process. The use of a Travel Card also reduces the financial burden on the traveler and any risk for out-of-pocket fraudulent charges.

WHO should have a University Travel Card?

- Anyone who is paid directly through the University's payroll system and expecting travel on behalf of the University. The Travel Card expires every three (3) years.

WHY should we have to use a University Travel Card?

- Avoid business related out-of-pocket expenses and potential undue hardship to employee.
- Approvers and Proxies can submit requests to **UofL Travel team**, to increase/decrease limit on card, specific to the traveler or trip.
- Travel card information is stored in Concur (Anthony Travel) when booking a hotel or other Concur services.
- Hotels and registrations can be booked directly through conference portal, receiving that discounted conference rate when using the Travel Card.
- Avoids risk for out-of-pocket fraudulent charges, opposed to using personal card.

Please be aware: Personal purchases are **strictly forbidden** on the Travel Card; no personal meals or other personal expenses are allowed. If the travel card is used to pay for **personal-restricted items**, the funds will need to be paid back directly to the University of Louisville or deducted from any reimbursement the traveler may be receiving.

- **Personal-Restricted expenses such as** but not limited to; room service (bottled water, coffee, snack, meal, etc.), any hotel incidentals, ordering your morning coffee or other beverages, transportation to personal meal after a conference, etc.

HOW to apply for a University Travel Card?

1. Review current **Travel Policy**.
2. Create Concur Profile for employee (*students are to be booked as a guest*) – see **Concur** section.
3. Create **Travel & Expense Profile**. Employees should always check with their unit's business center for specific departmental travel processes.
4. **Request Travel Card** (*full-time employees*) including card application and Blackboard testing. **Must request travel card before you will receive any notifications about Blackboard testing.**
5. **International Travel** requires Provost approval. Employees should always check with their unit's business center for specific departmental travel processes.

Notes:

- Travel Cardholders must submit requests to update their *Expense Profile* (change in supervisor or department funding-speedtype/program), notify department when cardholder is leaving the University, report any fraudulent activity, include *My Wallet* charges on expense reports, etc.
- Employees = faculty, staff, administrators, graduate level students (dental school, law school, medical school, etc.)
- Please bring another form of payment (*i.e. personal credit card*) for potential emergencies, personal meals and other non-business expenses.