

TRAVEL CARD PROCEDURES

The purpose of these procedures is to provide guidance to employees on how to use the travel card to make their travel plans without incurring the cost themselves for certain charges. Only specific types of travel can be charged to the card. Please read these procedures to make sure that all documents are completed correctly.

The Travel Card may be used for hotel stay, airfare, car rental, and registrations.

ALWAYS have prior approval from your supervisor before making travel arrangements.

If you use the travel card for part of your travel expenses, you will still need to fill out a travel reimbursement form for these charges.

PLEASE KEEP ALL RECEIPTS FOR CHARGES ON THE TRAVEL CARD TO TURN IN WITH YOUR TRAVEL REIMBURSEMENT FORM.

If there is a need to use the travel card for airfare, car rental or registrations, contact Lance directly.

Below are the procedures to follow for reserving hotel rooms:

1. Issue a PO to vendor #678502 for the estimated amount of the stay. Once you have the PO, give the pink copy to Lance. The PO will be voided once the travel card statement has been paid.
2. Contact the hotel you are using and make the reservations. Each reservation should have the employee's name that is staying in the room that will be responsible for the reconciliation.
3. After making the reservation, ask the hotel for a credit card authorization form. Fill this form out with the information that you have.
4. Send the form to Lance for payment information to be filled out.
5. Lance will fill out the payment information and send back to you for submittal to the hotel.
6. If the hotel charges an advanced deposit, please forward all documentation to Lance for payment of these charges.

This should complete the first part of the process.

The second part will begin when the traveler returns:

1. When the traveler returns from the trip, a travel reimbursement form must be completed.
2. All charges should be listed on the BREAKDOWN tab as if the employee paid the charges.
3. The travel card charges should then be entered on the EXPENSE tab in the "***Less Travel Advance/Travel Card***" field under the Amount Claimed column.
4. All receipts and/or documents should be attached to the Travel form and submitted for signatures of the appropriate supervisors.

This should complete the process for using the travel card for hotel stay. The travel form must be completed within 3 days of returning from travel. This is not an option. All documents are needed for the credit card statement to be reconciled and paid in a timely manner.

Thanks for using the travel card and as always, let me know of any questions you may have.

Lance