

Professional Staff – Travel Card Guidelines and procedures

Effective 1/15/2016

Guidelines

The Bank of America “travel” cards are approved to be used for professional staff hotel and airline expenses. A departmental card will be issued so that the secretary can book and pay for hotels and airlines prior to any travel.

If a hotel requires that the card be present during the stay, the secretary may allow the staff person to take the travel card with them on the trip and return it back to the secretary as soon as they return.

Itemized hotel folios must be collected and provided to the secretary to be uploaded to the transaction in WORKS.

Airline expenses can be paid through a travel agency (Suzi Davis Travel) or via a direct airline website such as Southwest, or Expedia, etc.

Itemized invoices (with the name of the travelers) from the travel agency or website will need to be uploaded as backup documentation to the transaction in WORKS.

Procedures

Like with any professional travel, a PLA must be completed and signed prior to paying for any hotel or airline.

After the PLA is completed, the secretary will be able to create a purchase request within WORKS to pre-load the travel card with the amount of the transaction to be made by the hotel or airline. The request in WORKS is then approved electronically by the supervisor before the card is activated for use.

After the transactions are made and posted to the travel card, the transactions will be reconciled by departmental secretaries, supervisors, and Business Services. The backup for the transaction (PLA form for each individual traveling along with the hotel or airline receipt with names) will be attached in WORKS. The transaction will be signed off by the departmental secretary and then signed off by their card supervisor. The Purchasing Card Administrator will provide final review and close the transaction after all documentation has been reviewed.

The employee traveling can request meal, mileage, hotel, airfare, or registration reimbursement through the Travel Expense Voucher. Secretaries will review and note on the Travel Expense Voucher if the hotel, airfare, or registration was paid for and the TXN# from WORKS if it was paid with a Bank of America travel or purchasing card (for conference registrations) so that the employee is not allowed a reimbursement of that amount.