

The Department of Purchasing Travel & Hospitality Expense Card Services

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Travel, Hospitality & Event Expense Card (THE-Card) General Guidelines

Introduction - Purpose

The Travel Expense Card Program enables departments to have the convenience of a University Travel and Hospitality Expense Card to pay for university related business expenses.

The University Cardholders benefit from the use of the Travel Expense Card because our procurement process facilitates the placement and payment of the business-related expenses in a more efficient and cost-effective manner.

We recommend the Travel Expense Card should be used for as Travel, Hospitality & Event related purchases as much as possible.

Introduction - Caution

While we encourage its use, departments are required to follow the established rules and procedures listed in this manual.

All cardholders will be held accountable for their actions.

Introduction - Security

The cardholder is responsible for the security of their Expense Card.

The card shall be treated with the same level of care as the cardholder would use with his or her own personal credit cards. The card is to be stored in a secure location.

The Expense account number should be protected. Be cautious and be suspicious of requests

for account information.

The Expense Card account number should never be put in an e-mail. At most, only use the last four (4) digits.

If you are unsure of any request regarding your Expense Card, contact the Department of Purchasing with questions or concerns.

Obtaining a Travel and Hospitality Expense Card (Expense Card)

The Application Process

First, the requester must email the Travel Expense Card Program through Pcard@uakron.edu

They should copy their supervisor on their request to have the card and state the business intent for using the card.

The requester will then be given an access code to the Bank site to complete an online application.

Once the application has been submitted, the bank will create the new account and send the Travel Expense Card directly to the Cardholder. The Procurement Card Office will send your Terms and Conditions letter, requesting your signature for compliance and provide you with details to activate your card.

Required Training

Procurement Card Services are available to meet via TEAMS to review the proper procedures for using the card beginning with required notifications of intent to use the card (Spend Authorization) and verifications of transactions after using your card, within Workday, the university's management software.

No funds will be added to the new Travel Expense Card until the Cardholder signs and returns their Terms and Agreement form and meets with the Procurement Card office ensuring that they are ready to use their card.

Travel and Hospitality Expense Cardholders are also required to register their cards in the [Global Card Access](#) program to help manage their Travel Expense cards. This can be done on a PC or smartphone App. This is especially important for the cardholder to have access to seeing their available funds, control the use of their card and see their PIN number or change it as needed.

Using the Travel and Hospitality Expense Card

Card Use

Follow these guidelines when using your Travel Expense Card:

- ✓ First, verify the purchase is within your billing period & per transaction limits.
- ✓ Verify the item being purchased is not on the list of restricted items.
- ✓ Inform the vendor this purchase is on behalf of The University of Akron, a state institution and exempt from state sales tax.
- ✓ If your transaction is within the acceptable transaction and credit limits, and not with a restricted vendor, your transaction will be complete.
 - If the accountholder ever has an issue with a transaction that should go through, please contact Procurement Card Program administrators.
- ✓ Finally, you will need to obtain an *itemized* receipt of your transaction from the vendor. You will be required to add this receipt to your transaction for verification of business purposes.
- ✓ Verifying/Reconciling your transactions in WORKDAY must be done within 14 calendar days of the transaction appearing in WORKDAY. Cardholders are required to actively monitor any activity on their Travel and Hospitality Expense Card.

FAILURE to verify transactions on their Expense Cards will result in disrupting UA budget accounting procedures and possibly result in disciplinary procedures for the cardholder, including suspending the credit card.

Card Use by Another Employee

Only the Cardholder can verify/sign-off their card's transactions in Workday. It is recommended that UA staff members who need to spend UA funds for any reason, should obtain their own Travel and Hospitality Expense card or Procurement Card for goods and services. Borrowing credit cards between employees is discouraged.

Allowable Travel & Entertainment Expenditures

The University of Akron, in partnership with the Inter-University Council of Ohio (IUC) has a contract with Christopherson Business Travel (CBT) and we do require those traveling on behalf of university business to use the CBT services.

Daily Per Diem Limits as prescribed by:

UA Board Rule: 3359-31-05 Travel on behalf of the university.

- (A) The university shall establish a program for travel on behalf of the university, which shall apply to all administrative and academic units, unless otherwise provided for under the terms of the travel program or by external regulations. The travel program shall be administered through the office of business and finance, pursuant to policy terms and conditions developed by that office, as may be amended.
- (B) All employees who travel on behalf of the university or in support of university business shall adhere to the travel policies and procedures adopted by the university, consistent with the applicable laws, regulations, and policies of the state of Ohio.

Business related expenses #3359-31-06.

Please keep in mind that items such as below are not authorized purchases and should be charged to a personal credit card.

- in-room hotel movies
- alcohol
- personal stay portion of trips, etc.

Travel & Hospitality Expenses

- receipts for meals must be itemized.
- Also include a list of attendees as well as the business purpose of the meal.
- Routine departmental lunches or functions of that nature are not permitted.
- Please refer to the University's Travel Policy for guidance on approved expenses.

1. Allowable Entertainment and Other Discretionary Use of Funds

Purchasing items similar to the following would be considered an inappropriate use of public funds:

- Examples include, personal items, coffee pots, coffee services, microwave ovens, bottled water, flowers, office artwork, awards, gift certificates, trophies, plaques, etc., unless the department can justify that the item is necessary to conduct official University business.
- Exceptions and approvals for such items must be obtained in advance from the Controller's [Office](#).

Travel & Hospitality Expense Card Policy and Procedure Manual

2. Gasoline should not be put on a THE-Card unless an absolute emergency.

If using a personal vehicle for travel, mileage should be claimed which includes cost of gas for the trip.

If a car is rented or a UA vehicle is used, a WEX card should be used.

WEX is a tax-free gas card used at a pump like any other credit card.

Many departments have WEX cards, if you need a WEX card for frequent travel, please contact us in Purchasing to have one issued.

Create a Spend Authorization/Travel Authorization

Reconciliation of Your Travel Expense Card

The Cardholder is responsible for monitoring and anticipating transactions to come into the Workday site within 2-5 calendar days of making a purchase. The Cardholder should immediately verify the transactions with *Creating an Expense Report*.

Failure to verify the transactions will result in serious budget errors and could result in disciplinary action for the cardholder.

Change Card Limits and Parameters

Change in limit requests must be made via an email to Pcard@uakron.edu, copying the cardholder's supervisor or approver.

Lost/Stolen Cards

The Travel Expense Card is University property. It should be secured just as you would secure your personal credit cards.

If a card is lost or stolen, the cardholder should immediately notify Bank of America at **866.500.8262**. Please send an email to Pcard@uakron.edu to notify us that you will be receiving a new card soon.

Upon receipt of your call, further use of the Travel Expense Card will be blocked.

Prompt action in these circumstances can reduce University *and* your department's liability for fraudulent charges.

Sales Tax

The University of Akron is a tax-exempt organization.

Our tax-exempt status means The University is not subject to *many* federal taxes and is *always* exempt from State of Ohio Sales Tax.

The University Tax ID number is 34-6002924.

Cardholders are responsible for reminding vendors of our tax-exempt status. Be sure that Ohio Sales Tax is not added to the invoice.

If needed, copies of the University's Tax Exemption Certificate may be obtained from the Department of Purchasing.

Additionally, The University of Akron has been granted a state sales tax exemption in several other states. Check the department website for a list of these states. Be sure to check this link if making hotel accommodations in another state. <https://www.uakron.edu/purchasing/facultystaff/other-state-tax-exemptions.dot>

If sales tax is inadvertently charged to the Travel Expense Card, *it is the cardholder's responsibility* to contact the vendor and have them issue a credit for the tax amount.

Should you have any questions regarding whether sales tax should be paid, please contact the Department of Purchasing.

Cost Center Manager Responsibilities

It is the Cost Center Manager's responsibility to approve all charges made on the Travel Expense Card in their area within 7 days of seeing the Cardholder's Expense Report. Charges are approved electronically, via Workday.

Audit/Review

All Procurement/ Travel Expense cards are randomly *audited* by the University Internal Auditors, or external auditors.

The Department of Purchasing conducts *random reviews* of all University Credit cards.

Procedures for Improper Procurement/ Travel Expense Card Usage, Record Maintenance Or Reconciliation

The following list provides examples of violations of the [Procurement/ Travel Expense Card Policies & Procedures](#):

- Purchase of a prohibited item.
- Exceeding per transaction limits by splitting purchases.
- Improper record keeping.
- Failure to review Travel Expense Card transactions online.
- Supervisor's failure to approve Travel Expense Card transactions.
- Excessive state sales tax applied to Travel Expense Card transactions.

Travel and Hospitality Expense Credit Card Users (Card Users) agree to accept responsibility for the protection and proper use of the Card as outlined in this Manual. Card Users agree that the Card may be used only for authorized University business and that such use shall conform to all University rules and policies, including those in Rule 3359-31-05 (Travel on Behalf of the University) and Rule 3359-31-06 (Business Related Expenses) and as outlined in this Manual. Card Users agree that no personal expenses will be charged to the Card and Card Users agree that the Card may not be used to purchase restricted items as described in the aforementioned Rules or in this Manual. Card Users understand and agree that improper, fraudulent, or any unauthorized use of the Card is a serious violation and may result in disciplinary action, up to and including termination of employment. Card Users agree to allow the University to collect any amounts owed for improper purchases even if no longer employed with the University. Card Users agree to authorize the University to take whatever legal steps are necessary to collect an amount equal to the total of the improper, fraudulent or unauthorized purchases. The University reserves the right to terminate a Card Users right to use the Card at any time, for any reason, and Card User agrees to surrender the Card immediately upon request for misuse of the Card.

Similarly, Card Approvers must ensure that all rules and policies, including those outlined in Rule 3359-31-05 (Travel on Behalf of the University) and Rule 3359-31-06 (Business Related Expenses) are followed. Card Approvers who fail to follow the correct procedures as outlined in the aforementioned Rules or in the P-Card Manual will be subject to disciplinary action, up to and including termination of employment.