

CARDHOLDER RESPONSIBILITIES

The cardholder **MUST** only use the *Administrative* TCard for U of A Travel associated with a valid Travel Authorization. The only purchases allowable are airfare and registration. Misuse of the card will subject Cardholder to disciplinary action in accordance with University Policies and Procedures relating to disciplinary action and termination for cause.

The Cardholder MUST:

- Only use the *Administrative* TCard for U of A airfare and registration purchases for you or other members of your department when associated with a valid TA.
- Obtain required receipts and provide these receipts to the person within the dept. responsible for reconciling these charges in BASIS.
- Ensure that Travel Claims are filed within 5 days after return of trip.
- Return the *Administrative* TCard to the Travel Office upon terminating employment or no longer using the TCard.
- If in doubt as to whether or not something can be purchased, please contact the Travel Office.

PERSONAL CHARGES ARE STRICTLY FORBIDDEN. THIS CARD IS ONLY TO BE USED FOR VALID U OF A TRAVEL WHERE THE TRIP TIES TO A TRAVEL AUTHORIZATION.

CHARGES ALLOWED

- **Airfare (University Business Only)**
- **Registration (University Business Only)**

UMB

Customer Service

1-800-821-5184

To activate your *Administrative* TCard you must call the 800 number displayed on the front of the card. You will then be asked to enter the card number and the last four digits of your SSN.

LOST/MISPLACED/STOLEN TRAVEL CARDS

Cardholders are required to immediately report any lost or stolen Travel Card to UMB toll-free at 1-800-821-5184 (24 hours a day, 365 days a year). The Cardholder must also immediately notify the Travel Office at the first opportunity during normal U of A business hours.



GUIDE FOR USING AN "ADMINISTRATIVE" TRAVEL CARD



Travel Office

Phone: 479-575-7951

Email:

cawade@uark.edu

rhatta@uark.edu

Fax: 479-575-2838

Web Information: www.uark.edu/tcard

HOW DOES THE ADMINISTRATIVE TRAVEL CARD (TCARD) WORK?

The Travel Card issued by UMB is a special VISA credit card. It works similar to your personal credit cards, except the charges are billed directly to the University and paid by the University Business Office.

The individual within a department who routinely processes travel for the department should be the person with this card.

Even though this card will be in an individual's name, it is a U of A credit card; therefore, it does not affect the individual's personal credit history.

All charges are downloaded directly to the BASIS system for review and approval by departmental personnel who associate the charges with a valid Travel Authorization.

Airfare:

You will have the option of purchasing your airline tickets from a reputable travel agency, or if you prefer, you may also purchase your tickets online via a reputable online booking agency such as: Travelocity, Expedia, Orbitz. Etc. With the current university contract with Navigant, you may also use their online booking tool, "QualityAgent".

Registration:

Conference registrations may also be purchased using the Administrative TCard. It is important to have your supporting documentation at hand when the charge downloads, as the information received on the download will not contain the registrant's name.

WHAT TYPE OF DOCUMENTATION WILL BE REQUIRED?

!!!IMPORTANT!!!

Whether you use a travel agency or book your airline tickets online via the web, you will receive an itinerary or other form of documentation recording the trip. This itinerary **MUST** be given to the person in your department responsible for reconciling the TCard purchases. Once charges are approved, the documentation must be sent to the Travel Office for scanning.

You must have supporting documentation for any registrations purchased with the Administrative TCard. This documentation is required to be sent or faxed to the Travel Office once you have approved your charges.

NOTE: TCard charges **MUST** be approved prior to filing the Travel Claim for the traveler. The document number for the TCard charges will be required entry on the Claim.

Also, any changes to a ticket that result in a change in pricing, will also require documentation recording this change.

You must also insure that a Travel Authorization has been created for the trip, since this number will be required entry when the downloaded charge is approved in the BASIS system.

In order for the TCard program to be successful, approvals must be made prior to the cut off date and supporting documentation must be sent to the Travel Office.

MONTHLY BILLING CYCLE

The monthly billing cycle for TCards will begin with the 1st business day of each month. All charges incurred on your TCard must be approved by a Cutoff Date defined in BASIS.

HOW WILL MY TCARD BE AUDITED?

Not only will Legislative and system auditors audit TCards, but the Travel Office will also audit them. The following will be reviewed for compliance:

- Was a TA created for the traveler for whom the purchase was made?
- Has the Travel Claim along with detailed receipts for TCARD charges and/or credits been sent to the Travel Office? (Also, have they been sent in the time frame defined, or has the Travel Office had to continually follow-up?)
- Have the downloaded charges and credits from UMB been approved on line in the BASIS system? (Also, has the Travel Office had to continually follow-up to insure that charges are approved?)
- Are all items being purchased related to a specific Travel Authorization?
- Have the appropriate receipts been supplied for those charges where a receipt is required?

Non-compliance with any of the above could result in your TCard privileges being revoked.