

CARDHOLDER RESPONSIBILITIES

The Cardholder MUST:

- Only use the **Traveler** TCard for approved U of A business where a Travel Claim will be filed to offset the expenses incurred.
- Obtain required receipts, as these receipts must be attached to the Travel Claim.
- Ensure that Travel Claims are filed within 5 days after return of trip.
- Return the **Traveler** 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.
- Under **NO** circumstances should the **Traveler** TCard be used for personal expenses not related to valid business travel.
- **NEVER** allow another person to use your Traveler TCard. All charges download as a receivable against YOU THE CARDHOLDER!

REQUIRED RECEIPTS FOR TRAVELER TCARD PURCHASES

- Lodging (Itemized)
- Airfare
- Car Rental (Itemized)
- Registration
- Gasoline for Car Rental
- Rail Transportation

Please Note: Receipts for meals are not required, unless a business lunch or group meal. Be aware though, that the U of A will only reimburse up to the Federal Per Diem Rate for each location, so if you exceed that amount you will be billed by the Treasurer's Office for the difference.

CHARGES ALLOWED

(Valid University Business to be associated with a Travel Claim)

- Airfare
- Registration
- Lodging
- Meals
- Car Rental
- Gasoline for Car Rental
- Rail Transportation

UMB

Customer Service

1-800-821-5184

To activate your Traveler 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.



GUIDE FOR USING A "TRAVELER" TCARD



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 TRAVELER TCARD WORK?

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

Although the University pays the bill, all charges incurred will download as a ‘receivable’ against the cardholder. **In other words, you will be billed by the Treasurer’s Office for any charges not offset by the filing of your Travel Claim.**

These receivable charges will be stored in the U of A Accounts Receivable System. As Travel Claims are processed, the appropriate *Traveler* TCard Charges that coincide with the trip will be manually selected and associated with the Travel Claim. Any amounts not allowable to be reimbursed will be billed back by the Treasurer’s Office to the cardholder for repayment.

The U of A Accounts Receivable system will track the expenses incurred for each cardholder. The cardholder will be invoiced for any amounts owed after 30 days. If payment is not received, a payroll deduction will occur.

If a Traveler has more than two payroll deductions, the Traveler will lose the privilege of having a *Traveler* TCard.

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.

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.

HELPFUL HINTS WHEN USING YOUR TRAVELER TCARD

- Have another form of payment just in case your *Traveler* TCard is not accepted. The State of Arkansas monitors the MCC codes assigned to a Merchant, and although every attempt has been made to open those MCC codes that the State and U of A felt would be used, there may still be instances when the MCC has been blocked.
- Ensure that whoever in the department is responsible for processing the Travel Claim does so in a timely manner. Make sure that you give information showing what you used your *Traveler* TCard for so that appropriate *Traveler* TCard charges will be selected that relate to a particular trip.
- The person in your department who processes the Travel does have the ability of emailing you a list of charges that have downloaded. You may also view and print your charges from webBASIS located at www.uark.edu/basis
- Take time to review your Travel Claim, prior to signing it to make sure that it is correct and that all charges from use of your *Traveler* TCard have been accounted for.

HOW WILL MY TRAVELER TCARD BE AUDITED?

Not only will Legislative and system auditors audit *Traveler* 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?)
- Are all charges 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.

In order for the Traveler TCard program to be successful, only allowable purchases are to be made with the TCard along with filing of Travel Claims in timely manner in order to offset the charges incurred.