



BFA Administrative Detail: #30-13

University Travel Card for Employees Traveling with Students

1.0 PURPOSE

This Administrative Detail provides guidance for employees who are traveling with students and require a travel card to cover out of pocket/incidental expenses.

2.0 BACKGROUND

Employees traveling with students may require a travel card to cover out of pocket/incidental expenses for themselves as well as the students who are traveling with the employee. Providing the option to apply for a travel card helps to support student travel experiences often part of, or supplemental to, academic curriculum as well as for the enrichment of students.

3.0 OVERVIEW

The US Bank Visa Personal Liability Travel credit card is for employees who are traveling with students on behalf of the University. Use of the card is restricted to official University travel with students; and may only be used for out of pocket/incidental expenses, including meals, gas for rented vehicles, airline baggage fees, ground transportation (e.g., bus, train, shuttle, taxi), parking and admission charges. It is **not** permissible to use the US Bank Visa Personal Liability Travel credit card for lodging or airline tickets. Purchase of goods or services not directly related to University travel with students is not permitted. To ensure proper use of the card, the University reserves the right to review and monitor all cardholder purchases.

4.0 CITATIONS AND LINKS TO APPLICABLE STATE LAW, CSU POLICIES, ETC.

CSU Channel Islands Travel Procedures and Regulations

<https://www.csuci.edu/financial-services/documents/accounting/ci-travel-procedures-regulations-jan-2019.pdf>

CSU Systemwide Travel Procedures

<https://csyou.calstate.edu/Policies/icsuam/Pages/3601-01.aspx>

CSUAM Policy 5251, Corporate Cards (Employee Personal Liability Cards)

<https://csyou.calstate.edu/Policies/icsuam/FinalPDF/Section%205000%20PDF/5251-00.pdf>

5.0 PROCEDURES

5.1 Eligibility Criteria

A CSUCI employee who will be travelling with students in an official capacity is eligible to apply for a US Bank Visa Personal Liability Travel card by meeting all of the following criteria:

- The card has been authorized by the requestor's Division Cabinet Member (or Designee);
- The requestor has completed the CSU Channel Islands U.S. Bank Personal Liability Travel Card Application ('application'); and
- The requestor has agreed in writing to adhere to both US Bank Cardholder Agreement and all CSU and CSUCI applicable policies, procedures and timely payment requirements.

5.2 Application

Eligible employees must complete the application in order to obtain a travel card. This application can be found on the Procurement & Contract Services website (<https://www.csuci.edu/procurement/travel/>). Once completed, the application should be returned to Procurement & Contract Services for processing with US Bank. Once the application has been accepted and approved by US Bank, cards will be mailed to the billing address on the card application within 10 business days. (*NOTE: individuals must use their personal address, not the University address.)*

5.3 Cardholder Responsibilities

The Cardholder is responsible for the following:

- A.) *Appropriate usage:* Card usage must be in accordance with the language in this Administrative Detail. All purchases must comply with CSU/campus travel procedures. Use of the card is restricted to official University travel with students; and may only be used for out of pocket/incidental expenses, as defined. Please note that card activity is subject to Public Records Act requests.
- B.) *Monitor activity:* The cardholder must protect the card at all times to prevent unauthorized use. The cardholder should monitor card statements and use the online tools provided by US Bank to monitor transactions to guard against fraudulent activity:

- Register with US Bank Access
<https://access.usbank.com/cpsApp1/AxolPreAuthServlet?requestCmdId=login>
- Select Register Online
- Enter Organization Short Name 'CSUCA'
- Enter the credit card number, expiration date and select 'register this card'
- Complete remaining steps to finalize online registration

C.) *Pay balances owed on time:* US Bank will bill the cardholder directly for all expenses charged to the credit card. The cardholder is personally responsible for paying all charges on the card by the due date; keeping the card current and available for University travel with students.

- Payment of the amount owed to US Bank may not be delayed due to lack of reimbursement of travel expenses by the campus.
- The University will not reimburse or pay late fee charges incurred in connection with this credit card.
- If US Bank deactivates a card due to late payments, the campus will not reinstate the card.
- Submission of reimbursement documents in a timely manner will assist with your ability to pay balances within the billing cycle. Reimbursement documents are:
 - i. Submit a Travel Expense Claim (TEC) Form
 - ii. All reimbursement for expenses of \$75 or more require receipts
 - iii. Include an agenda to support the travel
 - iv. Submit reimbursement documents to Accounts Payable with all required original receipts, supporting documentation and approvals within 60 days of the end of the travel period.
- Any credit posted to your account for amounts previously reimbursed must be remitted back to the University within 30 days of statement date.

D.) *Report lost or stolen cards:* In the event that a card is lost, stolen, or if fraudulent activity is detected, immediately contact US Bank at 1-800-344-5696. Cardholders should work with US Bank to resolve such problems and to have a replacement card issued when necessary. The cardholder could be held financially liable for transactions if fraud is not promptly reported.

E.) *Dispute transactions in a timely manner:* It is important to dispute any charges appearing on the US Bank card statement with the merchant and US Bank within 60 days of the transaction posting date, not the statement date. Dispute a charge by calling 1-800-344-5696.

F.) *Surrender use of card:* The cardholder must discontinue use of the card by cancelling it through US Bank at 1-800-344-5696 **and** by notifying Procurement & Contracts Services at purchasing@csuci.edu

- Upon separation from CSUCI, the card will be cancelled.

5.4 Cardholder/Department Liability

In case of default, CSUCI will pursue all measures necessary to collect balances owed. If the University is held liable for charges incurred by the cardholder for approved travel with students, the department which employs the cardholder will be responsible for paying any outstanding balances.

5.5 Declined Transactions

If the travel card is declined for a particular transaction and the reason is unclear to the cardholder, please contact US Bank Customer service at 1-800-344-5696 or Procurement & Contract Services at purchasing@csuci.edu.

Common reasons for declined transactions include the following:

- Merchant has the incorrect card number, expiration date, or security code
- Cardholder's billing address does not match the billing address provided to the merchant
- The transaction cost exceeds the card's allowable limit (either single purchase or monthly limits)
- The card has a past due balance and is suspended
- The card is being used at a high-risk establishment restricted by the university

5.6 Card Limit Changes

To request a permanent or one-time change in cardholder purchase limits, please submit an Account Maintenance form to Procurement & Contract Services at purchasing@csuci.edu. The Division Cabinet Member or Designee must approve the request for card limit changes. The limit may not exceed \$5,000.

5.7 Card Renewal, Card Misuse, Suspension or Revocation of Card

A.) The card will expire on the date noted on the card and will be automatically renewed unless:

- The card has inactivity for 12 consecutive months
- Payment is currently delinquent
- The card has recurring history of delinquency
- The card has been revoked due to misuse
- The cardholder has separated from the University

B.) Cardholders who have made inappropriate purchases are subject to the following process:

- *First Violation:* The Procurement & Contract Services Department will contact the cardholder and revisit the procedures agreed to upon acceptance of the card.
- *Second Violation:* The Procurement & Contract Services Department will contact the cardholder, their Division Cabinet Member or Designee and the Assistant Vice President for Business & Financial Affairs/Controller regarding the continued misuse of the card. All parties will be notified that a third violation will result in the card's cancellation.
- *Third Violation:* The Procurement & Contract Services Department will cancel the card. The cardholder will be notified of the cancellation. Any outstanding balance on the card remains the responsibility of the cardholder. Should this occur the employee **will not** be eligible to apply for a US Bank card in the future.

C.) Cardholders who have delinquent payments are subject to the following process:

- *Sixty (60) days past due:* Cardholder account is suspended until the account is paid in full.
- *Ninety (90) days past due:* Cardholder account is closed
- *One hundred eighty (180) days past due:* Cardholder account will be referred to collections. The cardholder must contact the US Bank Collections department to arrange payments. Notification will be sent to Human Resources and Division Cabinet Member or Designee.

5.8 Card Fees are in accordance with US Bank Agreement.

All fees are applied to the cardholder account directly and must be paid in full (unless caused by a bank error.)

6.0 DEFINITIONS

Out of Pocket/Incidental Expenses: expenses for meals, gas for rented vehicles, airline baggage fees, ground transportation (e.g. bus, train, shuttle, taxi), parking and admission charges.

Receipt: a written acknowledgement of money received. For substantiation of an expense, a receipt indicates what was purchased, the amount due, the form of payment and preferably a zero balance.

7.0 CONTACTS

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REVISION TRACKING

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Revision History

Revision Date	Revised By	Summary of Revisions	Section(s) Revised
	Click here to enter name of Person Revising.	Copy and paste to new template	Click here to enter Sections Revised.
			3.0 + 4.0

Review / Approval History

Review Date	Reviewed By	Action (Reviewed, Recommended or Approved)

Campus stakeholders engaged to develop this Administrative Detail

The development of this Administrative Detail included participation and input from Academic Affairs, University Advancement, Student Affairs, and the Division of Business and Financial Affairs. Three meetings were held to obtain feedback from across divisions. In addition, Division of Business and Financial Affairs held intradepartmental meetings.