



LHU Policy No – LHU-58
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LOCK HAVEN UNIVERSITY

Travel Card Policies & Procedures

The travel card is a charge card issued to an individual employee used *exclusively* for *all* official business travel on behalf of Lock Haven University. **The card replaces hotel/transportation orders, purchase requisitions, and prepayments related to travel.** The card may not be used to purchase goods or services or for personal purposes (except as noted in Sections C6, C7, and C8). Travel Request & Authorization Forms (TRAFs) must still be completed prior to the date of travel as currently required.

A. Obtaining a Travel Card

1. A travel card may be issued to:
 - a) President, Provost and Vice Presidents;
 - b) All management employees;
 - c) Faculty;
 - d) Coaches and SCUPA employees;
 - e) Admissions Counselors;
 - f) AFSCME employees may be issued a travel card with the approval of the appropriate Vice President.
2. Cardholders must use the travel card for all allowable travel expenses not paid in cash or with a personal credit card.
3. **Travel advances will not be granted.**
4. To obtain a travel card an employee must:
 - a) Provide an approved Travel Card Enrollment Form to the Procurement Office.
 - b) Sign a Travel Card Acceptance Form stating that he/she has received is aware of the travel card policy, including acceptance of personal liability and proper use of the card.

B. Employee Liability

1. The travel card is issued in the employee's name.
2. The employee is wholly responsible for charges against his/her travel card.
3. Credit limits are established by Lock Haven University in conjunction with the travel card company.
4. At the end of each month, the employee must obtain their monthly statement via PaymentCenter listing charges against his/her account.
5. The employee is responsible for:
 - a) Reviewing all charges against his/her account.
 - b) Notifying the travel card company of any erroneous charges within 30 days of statement date.
 - c) Paying the total balance due, less any erroneous charges, by the due date (See Section H).
 - d) Signing and safeguarding his/her travel card.

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6. If an employee's account becomes delinquent (i.e., total balance due not paid by the due date), the employee is subject to loss of travel card privileges (See Section G for further information).
7. Use of the travel card by anyone other than the person to whom the card is issued is prohibited.

C. Use of Travel Card

1. The travel card must be used to pay for the following expenses unless the vendor does not accept the credit card, the employee pays in cash, or the employee uses his/her personal credit card:
 - a) Transportation (includes taxi, airline, bus, train, subway, etc.),
 - i. The card may be used to pay for a rental vehicle with the exception of vehicles rented locally to be used in place of a state car or personal car. For local rentals you must follow the [Enterprise Vehicle Rental Guidelines](#).
 - ii. Airfare may be prepaid using the travel card.
 - a. In case of cancellation:
 - Refundable airline tickets are the responsibility of the cardholder to reimburse the University for the cancellation.
 - Non-refundable airline tickets are the responsibility of the department. Legitimate cancellation expenses shall be absorbed by the appropriate department's budget. Non-legitimate cancellation reimbursements are to be collected from the cardholder by the responsible department and reimbursed to the University.
 - b) Lodging,
 - c) Conference/registration fees, and
 - d) Other related travel expenses, e.g., subsistence.
2. The travel card may be used to purchase gasoline for an employee's personal vehicle; however, the maximum an employee will be reimbursed is the per mile rate as set forth in the University's [Travel Expense Regulations](#).
3. The travel card may **NOT** be used to purchase gasoline for University owned vehicles. All University owned vehicles are provided with a credit card and this card should be used to purchase gasoline.
4. Meals may be charged to the travel card and will be reimbursed in accordance with the University's Travel Expense Regulations with itemized receipts.
5. Miscellaneous reference materials such as books, tapes, and videos available for purchase at seminars/conferences may be charged to the travel card and will be reimbursed if approved by the employees' supervisor. **These are the only goods that can be charged to the travel card.**
6. Incidental business expenses, incurred while in travel status, such as copies, faxes, and postage may be charged to the travel card and will be reimbursed if approved by the employee's supervisor. Business meeting expenditures such as equipment rental and conference room charges must be made in accordance with procurement policies and may **not** be charged to the travel card.
7. The only times the travel card may be used for personal purposes are:
 - a) *Hotel costs* - Personal costs incurred while staying at a hotel such as movie charges, personal phone calls, and safe fees may be charged to the travel card but will **not** be reimbursed. Charges for laundry and dry cleaning may be charged to the travel card but are reimbursed only in accordance with the University's Travel Expense Regulations,
 - b) *Conference related costs* - Personal costs related to the conference such as spouse/guest

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registration fee and entertainment/evening events specifically associated with the conference may be charged to the travel card but will **not** be reimbursed.

8. The travel card may **not** be used for movies or other entertainment not included in the hotel bill or conference charge.
9. The travel card may **not** be used to purchase gifts, souvenirs, or any other personal item not previously mentioned.
10. **An employee may not use his/her travel card to pay for another employee's expenses.**
11. **The employee is prohibited from using the travel card for cash advances.**
12. The employee may use the travel card to pay for students' hotel and transportation traveling with them on official University business but not meals.

D. Sales Tax

1. Each travel card will be marked *tax-exempt*. For Lock Haven University, tax-exempt means that the office does not pay:
 - a) Pennsylvania sales tax, or
 - b) All local hotel rental tax for hotels located in Pennsylvania.
2. Employees should be aware that hotels charge an occupancy tax, which is different from sales tax. Lock Haven University is not exempt from occupancy tax and is required to pay this tax.
3. The employee should remind vendors of the University's tax-exempt status.

E. Reimbursement Requests

1. All costs will be reimbursed in accordance with the University's Travel Expense Regulations.
2. The employee must:
 - a) Request reimbursement using a Travel Expense Voucher (TEV),
 - b) Submit TEV within 30 days of travel, and
 - c) Attach all **itemized** receipts, as required.
3. The employee does not need to attach a copy of his/her monthly travel card statement to the TEV. The Office of Procurement will receive a report of each employee's travel card activity directly from the travel card company.
4. Payment of the TEV will be made no later than 10 business days following receipt in the Accounts Payable Office.
5. **An employee who files an accurate TEV, with all required itemized receipts attached, by the 10th day of the month (i.e., 10 days after the billing cycle ending date), will receive the funds to pay his/her credit card bill by the due date.**

F. Travel Card Violations

1. The Office of Procurement will review employee charges against travel cards on a monthly basis.
2. If an employee violates any of the travel card policies, e.g., using the travel card for personal purchases (except as noted in Section C8), the employee will be given a written notice from the Controller.
3. If the employee violates any of the travel card policies a second time:
 - a) The employee must surrender the travel card to the Office of Procurement,
 - b) The travel card will be canceled, and

- c) Disciplinary action may be taken, if appropriate.
- 4. An employee who loses his/her travel card privileges must request travel expense payments by processing a TEV; **cash advance will not be granted.**
- 5. An employee who loses his/her travel card privileges may reapply after one year. The employee must complete the steps in Section A - Obtaining a Travel Card.

G. Delinquent Accounts

- 1. Each cardholder must pay his/her total balance due, less any erroneous charges, before the due date (see Section H).
- 2. An account that has not been paid in full by the due date is considered delinquent.
- 3. If the employee has a delinquent account, the employee will be given a written notice from the Controller.
- 4. If the employee's account is delinquent a second time:
 - a) The employee must surrender the travel card to the Office of Procurement,
 - b) The travel card will be canceled by the Office of Procurement, and
 - c) Disciplinary action may be taken, if appropriate.
- 5. An employee who loses his/her travel card privileges must request travel expense payments by processing a TEV; cash advances will not be granted.
- 6. An employee who loses his/her travel card privileges may reapply after one year. The employee must complete the steps in Section A - Obtaining a Travel Card.

H. Erroneous Charges

- 1. If an employee believes that a charge on a travel card monthly statement is incorrect, the employee must notify the travel card company as soon as possible by calling 1-800-449-2273.
- 2. The employee also must notify the Office of Procurement of any disputed charges.
- 3. The employee will not be required to pay the disputed charge if:
 - a) The employee notifies the travel card company of the disputed charge before the payment due date, and
 - b) The travel card company agrees that the disputed charge is incorrect or the disputed charge remains unresolved by the due date.

I. Lost/Stolen Travel Card

- 1. An employee must notify the travel card company immediately of a lost or stolen travel card. The travel card company will cancel the travel card and issue a new card.
- 2. An employee also must notify the Office of Procurement immediately, or by the next business day when appropriate, of the travel card cancellation.
- 3. Any fraudulent charges against the lost or stolen travel card will be handled in accordance with the travel card company's policies.

J. Termination of Employment

- 1. Upon termination of employment, the cardholder must surrender the card to the Office of Procurement and make certain any outstanding balance is satisfied.
- 2. The Office of Procurement will cancel the travel card.

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I. Exceptions

1. The President or his/her designee must approve any exception to this policy.

**This policy has been in existence for many years prior to 2020 with an exact date unknown. We are using 2010 as a default original and/or update date.*