



TRAVEL CARD INDIVIDUAL LIABILITY

Policy Title: Travel Card Individual Liability

Policy Type: Administrative

Policy Number: # 43-02 (2017)

Approved: 02/15/2021

Responsible Office: Procurement Services

Responsible Executive: Vice President for Finance and Administration

Applies to: University Employees

POLICY STATEMENT

Travel Charge Cards provide full-time employees traveling with a means of charging expenses incurred while conducting official State Business only. Payment to the charge card contractor (Individual Liability) Travel Card is the employee’s responsibility. The total account balance is payable in full each month regardless of whether the cardholder has been reimbursed for the expenses by the University. Noncompliance with travel charge card policies by a cardholder is grounds for revocation of card privileges without alternate travel cash advance privileges or other disciplinary actions.

TABLE OF CONTENTS

PAGE NUMBER

Definitions	1
Contacts	2
Stakeholder(s) (For Administrative Policy)	2
Travel Card Individual Liability Policy Contents.....	2
Education and Compliance	4
Publication.....	4
Review Schedule.....	5
Related Documents	5
Forms	5

DEFINITIONS

None

CONTACT(S)

Procurement Services officially interprets this policy. The Vice President for Finance and Administration is responsible for obtaining approval for any revisions as required by BOV Policy #01(2014) *Creating and Maintaining Policies* <https://www.nsu.edu/policy/bov-01.aspx> through the appropriate governance structures. Questions regarding this policy should be directed to Procurement Services eVA/SPCC Administrator.

STAKEHOLDER(S)

University Employees

TRAVEL CARD (INDIVIDUAL LIABILITY) POLICY CONTENTS

This policy applies to all University personnel traveling for official State Business only. The card is available for rental cars, shuttle services, baggage fees, airline or rail tickets, lodging, and meals.

Purpose

This policy provides instructions on how to apply for a Travel Card (Individual Liability) and general guidelines for the travel card program.

Travel Card Application Process

The employee must complete the following form to request a Travel Card (Individual Liability):

- Employee Paid (Individual Liability) Travel Card Employee Request & Agreement

Submit the completed form with your supervisor's signature to the attention of the Travel Card Program Administrator in Procurement Services. The form is obtainable via the website at: <https://www.nsu.edu/procurement-services/forms>

The employee must complete the application and identify the requested travel cycle limit.

The travel cycle limits are:

Light Traveler	\$1,000 cycle limit	Frequent Traveler	\$2,500 cycle limit
Moderate Traveler	\$1,500 cycle limit	Constant Traveler	\$5,000 cycle limit

The Travel Card Program Administrator will send an email to request the employee complete the following:

- Travel Cardholder Training in Commonwealth of Virginia's Learning Center
<https://covlc.virginia.gov/Default.aspx>

The Travel Card Program Administrator will not process the application until the training is completed.

The Travel Card Program Administrator will review the request for application. If the applicant is eligible to participate in the travel card program, the Travel Card Program Administrator will approve the Employee Agreement and create an account in the Bank of America's Works system.

The employee should receive the card within 7-10 workdays. The Travel Card Program Administrator can request a lower cycle limit for employees based on the frequency of travel and prior travel card usage or reimbursement history.

Travel Cardholder Training

Cardholders are required to complete Travel Cardholder Refresher Training annually. The travel card privileges will temporarily be suspended for noncompliance if the annual cardholder training is not completed. Travel cardholder training is accessible through the Learning Center.

<https://covlc.virginia.gov/Default.aspx>

Travel Charge Card Payments

The employee is responsible for paying the total account balance in full each month by the due date regardless of whether the cardholder has been reimbursed for the expenses.

Access the Payment Center to make payments online.

<https://www.centresuite.com/Centre/Public/Logon/Index?ReturnUrl=%2fcentre%2f%3fpaymentcenter&paymentcenter>

Regular Mail

Bank of America
P.O. Box 15731
Wilmington, DE 19886-5731

Approved Travel Card Transactions

Lodging

Meals

Baggage Fees

Shuttle Services

Rental Cars

Airline or Rail Tickets

Delinquent Travel Card Accounts

The cardholder's account will be suspended if the account is more than 61 days past due. The cardholder's account will be permanently closed, and the outstanding delinquent balance will be deducted from the cardholder's paycheck per the Employee Paid (Individual Liability) Travel Card Employee Request & Agreement, if the account is more than 61 days past due.

Improper Use of the Travel Charge Card

Improper use of any travel charge card includes, but is not limited to:

- Use for personal purchases not incidental to a business purpose, such as movies, utility bills, and home and garden supplies, etc.
- Failure to promptly apply reimbursements for charged business expenses to the account and
- Failure to pay the bill in full each month by the due date regardless of whether the cardholder has been reimbursed for travel expenses by the University
- Paying travel expenses for others to include other University personnel
- Paying for conference registrations

Inactive Cards

Travel cards that remain inactive for more than 12 consecutive months must be placed into suspension mode. Cardholders will be notified via email of the suspension. It is the cardholder's responsibility to notify the Travel Card Program Administrator in writing of plans to travel so that the card can be returned to active status.

Closing Lost Travel Card Accounts

The Travel Charge Card must be destroyed if the cardholder is cancelling the account or resigning from employment with the University. The cardholder must contact the Travel Program Administrator to close the account.

Lost or Stolen Travel Cards

Contact Bank of America to immediately report lost or stolen travel cards at 888-449-2273 anytime. Contact NSU's Program Administrator to report lost or stolen cards during regular business hours.

EDUCATION AND COMPLIANCE

The intent of this policy is to provide guidance on the use of the Individual Liability Travel Charge Card issued through the Commonwealth of Virginia when traveling on University business. The Department of Accounts, through the use of the Commonwealth of Virginia's Knowledge Center will require training for all cardholders annually. Procurement Services will maintain certificates of completion on file of each cardholder completing the training until audited. Procurement Services will also provide training on this policy when a card is issued to the cardholder prior to travel.

PUBLICATION

This policy will be widely published and distributed to the University community. To ensure timely publication and distribution thereof, the responsible Executive will make every effort to:

- Communicate the policy in writing, electronically or otherwise, to the University community, including current and prospective students within 14 days of approval
- Submit this policy for inclusion in the online Policy Library within 14 days of approval;
- Post the policy on the related webpages; and
- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary.

REVIEW SCHEDULE

- Next Scheduled Review: 04/03/2021, 02/15/2024
- Approval by, date: President, 12/18/2017
- Revision History: 12/18/2017; 04/03/2018, 11/16/2020
- Supersedes: *None- New Policy*

RELATED DOCUMENTS

1. CAPP Topic Travel Charge Card- 20360
https://www.doa.virginia.gov/reference/CAPP/CAPP_Topics_Cardinal/20360.pdf

FORMS

1. Employee Paid (Individual Liability) Travel Card Employee Request & Agreement
<https://www.nsu.edu/procurement-services/forms>