

The Department of Purchasing Travel & Hospitality Expense Card Services

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Travel, Hospitality & Event Expense Card (THE Card) General Guidelines

Introduction - Purpose

The Travel Expense Card Program enables departments to have the convenience of a University Travel and Hospitality Expense Card to pay for university related business expenses.

The University Cardholders benefit from the use of the Travel Expense Card because our procurement process facilitates the placement and payment of the business-related expenses in a more efficient and cost-effective manner.

We recommend the Travel Expense Card should be used for as Travel, Hospitality & Event related purchases as much as possible.

Introduction - Caution

While we encourage its use, departments are required to follow the established rules and procedures listed in this manual.

All cardholders will be held accountable for their actions.

Introduction - Security

The cardholder is responsible for the security of their Expense Card.

The card shall be treated with the same level of care as the cardholder would use with his or her own personal credit cards. The card is to be stored in a secure location.

The Expense account number should be protected. Be cautious and be suspicious of requests

for account information.

The Expense Card account number should never be put in an e-mail. At most, only use the last four (4) digits.

If you are unsure of any request regarding your Expense Card, contact the Department of Purchasing with questions or concerns.

Obtaining a Travel and Hospitality Expense Card (Expense Card)

The Application Process

First, the requester must email the Travel Expense Card Program through Pcard@uakron.edu

Using the Travel and Hospitality Expense Card

Card Use

Follow these guidelines when using your Travel Expense Card:

- 9 First, verify the purchase is within your billing period & per transaction limits.
- 9 Verify the item being purchased is not on the list of restricted items.
- 9 Inform the vendor this purchase is on behalf of The University of Akron, a state institution and exempt from state sales tax.

Allowable Travel & Entertainment Expenditures

The University of Akron, in partnership with the Inter-University Council of Ohio (IUC) has a contract with Christopherson Business Travel (CBT) and we do require those traveling on behalf of university business to use the CBT services.

Daily Per Diem Limits as prescribed by:

UA Board Rule: 3359-305 Travel on behalf of the university.

- (A) The university shall establish a program for travel on behalf of the university, which shall apply to all administrative and academic units, unless otherwise provided for under the terms of the travel program or by external regulations. The travel program shall be administered through the office of business and finance, pursuant to policy terms and conditions developed by that office, as may be amended.

- (B) All employees who travel on behalf of the university or in support of university business shall adhere

2. Gasoline should not be put on a THE -Card unless an absolute emergency.

If using a personal vehicle for travel, mileage should be claimed which includes cost of gas for the trip.

If a car is rented or a UA vehicle is used, a WEX card should be used.

WEX is a tax-free gas card used at a pump like any other credit card.

Many departments have WEX cards, if you need a WEX card for frequent travel, please contact us in Purchasing to have one issued.

Create a Spend Authorization/Travel Authorization

Reconciliation of Your Travel Expense Card

The Cardholder is responsible for monitoring and anticipating transactions to come into the Workday site within 2-5 calendar days of making a purchase. The Cardholder should immediately verify the transactions with Creating an Expense Report

Failure to verify the transactions will result in serious budget errors and could result in disciplinary action for the cardholder.

Change Card Limits and Parameters

Change in limit requests must be made via an email to Pcard@uakron.edu copying the cardholder's supervisor or approver.

Lost/Stolen Cards

The Travel Expense Card is University property. It should be secured just as you would secure your personal credit cards.

If a card is lost or stolen, the cardholder should immediately notify Bank of America at 866.500.8262. Please send an email to Pcard@uakron.edu to notify us that you will be receiving a new card soon.

Upon receipt of your call, further use of the Travel Expense Card will be blocked.

Prompt action in these circumstances can reduce University and department's liability for fraudulent charges.

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