



## Delaware State University

**University Responsible Unit:** Finance and Administration Division

**Policy Number and Name:** 03-04 Travel & Expense Policy

**Approval Date:** April 13, 2015

**Next Review Date:** April 13, 2017

### I. Purpose

Delaware State University (DSU) has a travel card program that is intended to reduce the administrative burden of processing travel and business related payments and reimbursements. The program also provides information that is useful in enhancing controls, services, and benefits to employees and the University on a continual basis.

The purpose of this policy is to provide guidelines under which University employees and non-employees will be reimbursed for travel and business related expenses. The policy will also inform employees and approvers of their respective responsibilities in the reimbursement process. While this policy does not cover every possible situation, it establishes parameters for employees to make appropriate judgments about expenditures incurred on behalf of the University. The travel card is a University Corporate Card and is not the property of the employee.

### II. Scope and Applicability

This policy applies to all Delaware State University divisions, departments, sections, operating units, individuals, and/or their designees. All travel cards shall be governed by this policy. Cardholders may be personally responsible for charges not in compliance with the guidelines.

This policy includes guidelines for the following:

- Applying for and obtaining a travel card
- Travel card limits
- Training requirements
- Responsibilities of cardholders, approvers, and other departments
- Allowable and unallowable expenses
- Approvals of travel requisitions and submission of reimbursements
- Acceptable use of travel cards
- Administrative actions as a result of policy violations and inappropriate use of the travel card

### III. Definitions

1. **Travel Card Program Administrator** – designee assigned within the Disbursements Unit responsible for program oversight to include administering the program, monitoring charges, recommending disciplinary action, and training. This person also serves as the primary point of contact between DSU and the financial institution.
2. **Travel Cardholders** – full-time DSU employees who have been issued a University travel card for use governed by this policy.
3. **Authorized Traveler** – the individual faculty, staff or student member physically traveling on behalf of Delaware State University.
4. **Bank** – the financial institution selected by DSU to provide the travel card through an awarded contract.
5. **Disbursements Unit** – area under the supervision of the AVP for Finance responsible for administering travel cards as well as processing travel and business reimbursements.
6. **Travel Card** – card issued to full-time DSU employees for the purpose of traveling and conducting official University business.
7. **Travel and Business Reimbursement** – process used to reconcile actual travel and business related expenses incurred to travel card transactions for the purpose of determining the amount due to/from an employee or non-employee.
8. **Supporting Documentation** – receipts or credit slips supporting expenses incurred. Required documentation may include a list of attendees, affiliation with the University, and purpose of expense.
9. **Merchant Category Codes** - MCC codes have been assigned to suppliers based on various forms of industry activities and provide security for both the University and the Cardholder based on policy.

### IV. Responsibility

#### A. Cardholder Responsibility

1. Cardholders are responsible for protecting the travel card and are accountable for all transactions using the card number. All transactions processed against the travel card are to be made by the person to whom the card is issued. **It is recommended that the cardholder monitor and/or review account activity to confirm validity.**
2. When the cardholder signs the DSU Travel Card Application & Agreement, they are agreeing to protect the card and adhere to the policies and procedures of the Travel Card Program. The cardholder is responsible for the integrity and accuracy of travel card transactions.
3. The cardholder is responsible for submitting receipts for ALL travel card transactions. Each receipt must show detailed itemization of purchases as well as a list of attendees, affiliation, and business purpose if the expense is for a meeting or business activity. Receipts that show only a total amount without any itemized details are unacceptable. Cardholders who do not provide

acceptable receipts for transactions may have their reimbursements delayed or reduced as a result of being non-compliant with this policy.

4. Cardholders are responsible for submitting reimbursements to the Disbursements Unit along with the required documentation no later than seven (7) business days after the travel or business activity ends. Cardholders will be subjected to administrative actions if outstanding travel charges are greater than 30 days (see Section XVI, C.)
5. Cardholders are responsible for keeping their travel card secure to avoid the risk of unauthorized use and notify the Travel Card Program Administrator immediately in case of loss, theft, or fraud.

#### **B. Cardholder's Supervisor Responsibility**

1. Approving or rejecting the employee's travel card application.
2. Notifying the Travel Card Administrator of the cardholder's separation from the University.
3. Ensuring travel or purchase is for a legitimate business purpose, approving travel requisitions, and approving the cardholder's reimbursement request.
4. Assist with travel card audits and investigations.

#### **C. Travel Card Administrator Responsibility**

The Travel Card Administrator, who works in the Disbursements Unit, is responsible for the following:

1. Submitting new and lost/stolen travel card requests
2. Conducting and updating training programs
3. Distributing travel card program updates
4. Maintaining and controlling a central record of all cardholders, limits, reimbursements, etc.
5. Enforcing the travel card program policy
6. Setting and maintaining cardholder limits

#### **D. Office of Sponsored Program Responsibility**

This department is responsible for overseeing the compliance for sponsored awards. All travel requisitions related to sponsored awards should be reviewed and approved by the Office of Sponsored Programs **prior** to travel.

#### **E. Internal Audit and Advisory Services Responsibility**

Internal Audit and Advisory Services, which supports Finance and Administration, will be responsible for periodic reviews of the Travel Card Program to ensure adherence with University policy.

## **V. Travel Expense Guidelines**

Travel and business expenses should be consistent with the business and professional needs of the University. Good judgment should be exercised since reimbursement will only be made for reasonable and necessary expenses incurred. Expenses to accommodate personal comfort, convenience, taste, and advantage are not permitted. **Exceptions to what is considered reasonable and necessary expenses must be approved by the appropriate authority.**

## **VI. Transportation**

The most practical and economical mode of transportation should be chosen after considering the employee's travel time and requirements of the trip. Travelers are advised to make travel reservations as far in advance as possible to obtain the lowest fares. Particular airlines cannot be specified in order to accumulate mileage on promotional plans such as frequent traveler programs.

Payments for common carriers or reimbursements to employees may be made prior to travel if it is advantageous and cost effective to secure special discount rates and supersaver fares. However, travelers are encouraged to examine the advantage of fares requiring early trip departure or delayed return since the added cost of meals and lodging may more than offset the savings incurred. Travelers should also be aware of airline refund policies prior to booking discounted flights.

If the traveler interrupts a direct route while on University business for non-University business, any additional expenses will be borne by the traveler. Reimbursement will be for the actual charge or charge that would have been incurred by traveling the direct route by the most economical means, whichever is less. The charge for the direct route must be documented at the time of booking. In addition, "no show" or cancellation fees will become the liability of the traveler if changed for personal reasons.

Travel arrangements can be made by the Travel Card Administrator for a new employee without a travel card or if the travel arrangements are for a non-DSU employee or graduate student.

### **A. Airline/Rail/Bus Travel**

1. When commercial transportation is used as a mode of travel, accommodations shall be coach/economy class unless some other class accommodations are more economical.
2. Travel should be by the most economical route. Travelers are encouraged to take advantage of discounts or special fares offered in connection with conferences. Additional expenses incurred for personal convenience, such as early boarding fees are not allowed.
3. Baggage fees that exceed what is normally charged require additional justification to be reimbursed.
4. Cancellation fees due to a change in personal plans will not be reimbursed.
5. Upgrades to first class accommodations will not be reimbursed.
6. Travelers must follow the procurement procedures and guidelines when chartering a bus for group transportation.

7. **Foreign Air Travel funded by federal grants, cooperative agreements and contracts must comply with the “Fly America Act” 49 U.S.C. 40118. This Act established a legal requirement that all government financed air travel be performed by U.S. air carrier services. There are some exceptions, therefore, it is required that the Office Sponsored Programs be contacted prior to making arrangements for foreign air travel using federal funds. Failure to do so may result in the federal agency declining reimbursement or funds for the foreign air travel being returned.**

## **B. Passenger Vehicles**

The most practical and economical mode of passenger vehicle transportation, including the cost of tolls, fuel, and parking should be utilized for business travel. The University will not reimburse employees for damage to personal vehicles, parking fines, or traffic violations incurred while traveling on University business.

### **1. Fleet Services**

University managed fleet vehicles can be reserved by completing a Fleet Vehicle Reservation Form as early as possible. Include on the form, the internal department number to be charged, PO number, date vehicle is desired, name of the driver and the destination. **Reservations will not be confirmed without a PO number.**

- a. University vehicles can be utilized for in-state and out-of-state travel. Drivers must possess a valid license (for the duration of the trip) to operate a motor vehicle. Drivers should take steps to minimize the possibility of improper use of University-owned vehicles and are required to adhere to careful and courteous driving practices and to observe traffic laws and regulations at all times.
- b. Fleet vehicles can be used to travel to the airport if travelers are staying no more than five (5) days.
- c. University vehicles will be driven only by University employees for official business only. Student workers, 21 years and older, may drive only in the event they are also employed by the University and are assigned in a driver capacity as a part of their employment duties or work assignment.
- d. University vehicles should not be used for commuting.
- e. Authorized passengers are limited to those persons participating in a University function or University employees traveling on official business.
- f. Gas cards (along with PIN numbers) are included with the rental of fleet vehicles and should be used to purchase gas and motor oil at designated stations around the country. Since the cost of fuel is included in the vehicle rental cost, the gas card is the preferred method of purchasing fuel. However, the employee’s travel card can be used in case of emergencies.
- g. Employees are responsible for obtaining receipts for gas card purchases. Keys, gas card receipts, and mileage statements are required to be turned in at the end of the trip. Receipts for reimbursement should be submitted with the employee’s reimbursement request.

- h. Employees involved in an accident while driving fleet vehicles should immediately contact the police (obtain case number), University Public Safety Department, and Fleet Services. The employee/department will be responsible for the \$500 deductible in the event of an accident.
- i. All fleet vehicles have maintenance modules installed which monitors the speed and location of the vehicle. The module allows for alerts to be sent to Fleet Services when vehicles exceed posted speed limits. Employees should be aware of their driving speeds at all times since violations can lead to a suspension of fleet rental privileges.
- j. Additional information can be obtained by contacting The Office of Fleet Services at x6274.

2. **Privately-Owned Vehicles**

The use of privately owned vehicles is permitted for business travel when the cost does not exceed the cost of the most economical common carrier or when a fleet vehicle cannot be reserved for a particular trip. The University does not provide physical damage coverage for privately owned vehicles.

Reimbursement of private vehicle mileage shall be based upon the IRS standard mileage rate in effect at the time of travel. This rate will be multiplied by the actual driving distance using the most direct route. Travelers should provide documentation for mileage driven which can include a mileage log or information from internet travel sites such as Mapquest, Rand McNally, or Google Maps. Only one mileage reimbursement will be allowed when two or more employees travel in the same privately owned vehicle.

3. **Rental Cars**

The use of a rental car when traveling must be justified and not a matter of personal convenience. All rentals should be at the most economical rate per day. Sharing rental cars is encouraged when traveling in groups to minimize costs.

- a. Whenever possible, compact cars should be rented or reserved. However, larger size vehicles may be more economical if more than two people are traveling together.
- b. The traveler will automatically receive primary insurance coverage (collision damage, theft, fire and vandalism) when the traveler charges the rental car on the University's travel card. Therefore, the **optional insurance coverage offered by the car rental agency should be declined. Reimbursements for additional or optional insurance coverage will not be allowed.**
- c. Rental cars shall be refueled before returning the vehicle to the rental company to avoid refueling surcharges. Refueling surcharges incurred will not be reimbursed.
- d. Rental cars should only be used for traveling to and from air and rail terminals and the conference site if they are the most economical means of traveling.

4. **Cab, Shuttle Services, and Public Transportation**

The most economical mode of transportation (such as shuttle service) is expected to be used for traveling to and from air, rail, and bus terminals. Reimbursement will only be allowed for cost associated with official University business travel.

5. **Parking and Tolls**

Parking and tolls are allowable travel expenses. Parking and toll receipts showing the amount and date are required to be submitted for each expense that exceeds \$10 per day. Validated parking should be utilized when available. Reimbursement for valet parking requires approval of the cardholder's supervisor.

**VII. Lodging**

Lodging charges should be kept to a minimum by requesting standard accommodations whenever possible. University travelers are expected to seek accommodations that are comfortable, convenient, meet business and personal needs, and offer good value. Itemized receipts for lodging are required for reimbursement.

1. Lodging accommodations for reasonably priced rooms are reimbursable when the employee is away on overnight business travel. Allowable expenses are limited to the employee only and not traveling companions.
2. Accommodations shared with other University travelers should be billed and reimbursed to one traveler. However, the costs can be split coded as needed when the reimbursement is processed.
3. University employees may elect to use their personal campers or recreation vehicles rather than staying in a hotel/motel. However, the reimbursement shall not exceed the cost of reasonably priced hotel/motel accommodations.
4. Reimbursement for Wi-Fi service is allowable if necessary while on official business travel. Justification must be provided along with the traveler's reimbursement request.
5. Reimbursement is not allowed if there is a cost associated with upgraded or concierge level rooms and services.

**VIII. Meals and Incidentals**

**A. Meals While Traveling**

The University will use per diems to reimburse for meals while on business travel which eliminates the requirement for receipts. Meal per diems will be based on travel destinations requiring overnight stays or when travelers conduct official University business more than 50 miles (one way) away from the employee's departure location (home or office).

Meal reimbursements will be based upon the IRS meal and incidental expense rate (M&IE) in effect for the travel destination at the time of travel. The M&IE rate applicable to specific travel locations can be found at the U.S. General Services Administration website at <http://www.gsa.gov/portal/content/110007> The M&IE rate covers all meals (continental

breakfast, breakfast, brunch, lunch, and dinner) and travel incidentals (tips and gratuities). Reimbursement for departure and return days will be calculated at 75% of the full daily per diem. The adjusted per diems should be used when the traveler is not in full travel status the entire day.

Reimbursements or advances for student meal per diems cannot exceed a cost of \$28.00 per day per student except for graduate assistants and graduate students. Travel requisitions should indicate the number of days times the per diem amount per student. Students receiving per diems must sign a Student Per Diem Distribution Form (page 15) indicating they received the funds. The form is required to be submitted with the employee's reimbursement request.

A breakdown of the student per diem is as follows:

Breakfast	\$ 6
Lunch	10
Dinner	<u>12</u>
Total	<u>\$ 28</u>

Meal reimbursements will not be made for the following:

1. The cost of meals which are included in meeting, conference, or convention registrations. In cases where all meals are included in the cost of attendance, only the incidental rate will be reimbursed. Travelers are required to provide itineraries along with their travel reimbursement vouchers to document whether meals were included or excluded in the cost of attendance. Insufficient documentation to substantiate reimbursement could result in a delay or denial of reimbursement to the traveler.
2. Meals not involving an overnight trip or business trip more than 50 miles (one way) away from the employee's departure location (home or office).
3. Alcohol purchases.
4. Meals in excess of the M&IE rate applicable to the travel destination. Reimbursement beyond the M&IE rate requires approval from the appropriate authority.

## **B. Business Related Meals**

Charges for group work-related meals and refreshments are authorized at reasonable actual costs. Itemized receipts along with the names of the participants, their affiliation with the University and the purpose of the meeting is required as documentation. Meals and refreshments for events such as holidays, birthdays, and showers are considered personal expenses and an inappropriate use of University, state, or federal funds. No charges are permitted to University, state, or federal accounts for alcoholic beverages.

## **C. Incidental Expenses/Tips (non-meal related)**

Incidental expenses/tips not related to meals (ex. maid, skycap, bellman tips) shall be reimbursed up to \$10.00 per expense without a receipt.



## **IX. Registration**

Registration fees should be processed timely to ensure payment is received by the vendor before the registration due date. Employees are encouraged to take advantage of early registration discounts whenever possible. Proper documentation is required for registration paid by employees seeking to be reimbursed.

## **X. Sponsored Research Travel**

It is the responsibility of the principal investigator or project director to obtain all necessary written approvals from the sponsoring agency before the travel is undertaken. This includes obtaining written approval for increasing the travel budget. All travel must be approved in **advance** by the Office of Sponsored Programs. Reimbursements to employees traveling using sponsored program funds are subject to the same guidelines as provided in the University's travel policy. However, more restrictive program guidelines may apply.

## **XI. Expenses Incurred by Non-University Personnel**

Reimbursement for non-employees is subject to the same guidelines provided in the University's travel policy. The University will reimburse travel expenses (meals, lodging, transportation, mileage, etc.) to non-University personnel if incurred for official University business (speakers, prospective employees, and visiting faculty, etc.). The applicable department administrator or Travel Card Administrator should process the request for reimbursement and attach the required receipts. The cost incurred should be reasonable and customary. Detailed receipts should include the name of the guest(s), the affiliation with the University, and business purpose of the expense. No charges are permitted to University, state, or federal accounts for alcoholic beverages.

## **XII. Non-Allowable Items**

Only reasonable and necessary expenses incurred during travel will be reimbursed. Non-allowable items include but are not limited to the following:

- Personal items (spa services, toiletries, periodicals, souvenirs, etc.)
- Clothing and tuxedo/evening gown rentals
- Personal items confiscated by airline security
- Alcoholic beverages
- Entertainment and movies (in-flight or in-room)
- Personal telephone calls
- Refueling surcharges
- Optional insurance coverage for rental cars
- Travel expenses for family members
- Meals covered by cost of attendance or registration
- ATM fees
- Annual fees
- Priority boarding fees
- "No show" and cancellation fees as a result of a change in personal plans
- Tips in excess of the incidental rate
- Concierge level rooms and services with additional costs associated
- Upgraded rental cars and airline accommodations with additional costs associated
- Excessive baggage fees

- Reimbursements in any category exceeding \$10 without a receipt (except grant funded reimbursements)
- Parking fines and traffic violations
- Damage or theft of personal property
- Auto repairs
- Laundry
- Mini-bar alcohol purchases
- Insurance for overseas trips
- Club membership dues for pleasure and recreation
- Babysitting, daycare, or pet care
- Golf fees and ski lift tickets
- Medical expenses

Strict adherence to this list is requested. Some items may be reasonable given the circumstances of the traveler. However, reimbursement of these for most travelers should not be recurring in nature. Exceptions to the list require approval from the appropriate University authority.

### **XIII. Travel Requisitions and Authorizations**

All travel requires a pre-approved requisition/authorization. All Authorized Travelers must be identified on the Travel Request and Authorization Form submitted for approval. A requisition which includes the entire cost of the proposed trip should be entered in the Banner System and approved by the traveler's supervisor **prior** to arrangements being made for the trip. The Banner system does not allow for requisition approval unless there are adequate funds in the department's or sponsored program's budget. If necessary, budget transfers should be processed to allow for the processing and approval of the travel requisition. Additional approvals may be required depending on sponsored program agreements.

Travel costs not approved in advance or in excess of what is considered reasonable and necessary may not be reimbursed and may become the personal responsibility of the traveler. The University reserves the right to recover unauthorized travel expenses through payroll deduction or other means as deemed necessary. The appropriate University approval authority should review and approve the traveler's reimbursement request prior to submission to the Disbursements Unit for processing.

### **XIV. Cash Advances**

**NO CASH ADVANCES WILL BE ISSUED EXCEPT FOR GROUP TRAVEL.** The travel card eliminates the need for an advance for most travelers. Travel advances will only be allowed for faculty or staff accompanying students on University related travel. Travel advances can be requested by completing a requisition and forwarding to the Disbursements Unit **no later than 10 business days prior to the date of departure. Cash withdrawals from ATMs or bank tellers are not permissible.**

Failure to submit Personal Expense (PE) reimbursements timely to settle cash advances may result in the full amount of the advance being deducted from the traveler's paycheck and denial of future advances. If advances are outstanding for more than 30 days, the traveler will be contacted to arrange a payment schedule. The arranged payment schedule shall remain in effect until the total outstanding amount has been paid in full.

## **XV. Travel and Business Expense Reimbursements**

### **A. Submissions**

The cardholder is personally accountable for ensuring credit card transactions conform to the University's travel policy and the accuracy of PEs submitted for reimbursement. PE reimbursement requests (including the settlement of cash advances) along with the appropriate documentation must be submitted to the Disbursements Unit **no later than seven (7) business days after the travel activity ends**. Failure to submit PEs within this timeframe will result in administrative actions as outlined in Section XVI, C.

Reimbursements will be processed by the Disbursements Unit **within ten (10) working days after submission of an approved PE**, provided it is supported by appropriate documentation (i.e., approved requisition numbers and original receipts) and approved by the traveler's supervisor.

### **B. Supporting Documentation**

Each reimbursement request must be submitted with the appropriate supporting documentation. Reimbursement for travel expenses incurred without required receipts, as outlined, is strictly prohibited. A "no receipt – no reimbursement" policy applies. All transactions must be supported by receipts or credit slips. Cardholders must obtain a duplicate copy (at their own expense) from the vendor or bank in instances where receipts are lost. Print screen images signed by the cardholder or e-mail order confirmations are permissible for online transactions.

Receipts in a foreign currency must be accompanied with the US Dollar equivalent amount. It is the responsibility of the authorized traveler to submit foreign expense receipts translated to English. The converted equivalent dollar amount can be obtained from:

- a. Travel Card Web Portal: The best and most accurate currency conversion is the conversion that the financial institution will have on its website.
- b. Oanda Currency Conversion: For non-credit card receipts in a foreign currency, use the Oanda conversion site. [www.oanda.com/converter/classic](http://www.oanda.com/converter/classic)

### **C. Approval of Reimbursement**

Reimbursement requests must be reviewed along with the documentation by the cardholder's supervisor. Supervisors should ensure that costs incurred are reasonable and the reimbursement is being requested for a legitimate University business purpose before approving the request. Supervisor shall have 3 (three) business days to approve a reimbursement request. Once approved, requests should be submitted to the Disbursements Unit for review, audit, and processing. Requests should not include items unallowable for reimbursement under the University's travel policy or applicable sponsored program where more restrictive limitations may apply.

## **XVI. Administration of Travel Card Program**

### **A. Request for New Travel Cards**

To obtain a travel card, employees must complete a Travel Card Application. Once approved by the employer's supervisor, the application should be submitted to the Travel Card Administrator in the Disbursement Unit. Cards are generally issued within 7-10 business days after submission.

The travel card will only be released to the person whose name appears on the card unless written authorization is received from the cardholder. Employees will be required to provide their name, DSU employee ID, date of birth, and contact information on the application. The travel card is issued in the employee's name and should only be used for official University business. **Mandatory training is required before travel cards are issued to employees.**

**B. Travel Card Limits**

The Travel Card Administrator will establish limits for individual travel cards. In most cases, amounts cannot exceed \$2500 for single item transactions and \$5,000 for daily transactions (unless prior approval has been received). Employees with a higher necessity for travel and those traveling with students will be assigned higher limits to accommodate the additional travel expenses. Requests for changes in limits should be submitted to the Travel Card Administrator via email.

**C. Failure to Submit Timely Reimbursements**

Cardholders are responsible for submitting their PE reimbursements to the Disbursements Unit along with the required documentation **no later than seven (7) business days after the travel or business activity ends.** Cardholders with outstanding charges greater than 30 days will be subjected to the following administrative actions:

- 1<sup>st</sup> Offense – email to the cardholder requesting the outstanding PE
- 2<sup>nd</sup> Offense – email to the cardholder with a copy to the direct supervisor
- 3<sup>rd</sup> Offense – travel card placed on hold and mandatory training on University policy governing travel cards
- 4<sup>th</sup> Offense – travel card will be terminated

In addition, the University reserves the right to recover travel expenses through payroll deduction or other means as deemed necessary.

**D. Unauthorized Use and Inappropriate Use of Travel Cards**

Travel not approved in advance is considered unauthorized travel and transactions as defined in Section XII. are considered inappropriate uses of the travel card. Transactions related to unauthorized travel and the inappropriate use of the travel card will not be included in the computation for amounts due to/from the employee unless circumstances warrant the expenses as necessary and consistent with the business and professional needs of the University. For most travelers, expenses for these items are not recurring in nature but may be acceptable given the circumstances. Employees may be personally liable for charges incurred for travel not approved in advance, excess of reasonable and necessary cost, and non-allowable items. Exceptions to the travel policy require appropriate approval authority.

Cardholders traveling without **prior** approval and using the card in an inappropriate manner may be subjected to some or all of the following administrative actions:

- Investigation of circumstances surrounding alleged misuse of the card
- Referral of policy violation to Vice President for Finance
- Forfeiture of travel card privileges
- Recovery of unauthorized travel expenses through payroll deduction or other means as deemed necessary

- Termination of employment

Employees having knowledge of violations to this policy should report the improper activity to the Travel Card Administrator or Hotline established by the University at <http://www.desu.edu/reportfraud>. Employees can also refer to the University's Whistle Blower Policy at [http://www.desu.edu/sites/default/files/u535/DSU%20Whistleblower%20Policy\\_2.pdf](http://www.desu.edu/sites/default/files/u535/DSU%20Whistleblower%20Policy_2.pdf).

#### **E. Termination of Travel Cards**

Travel cards can be terminated at any time there is reasonable suspicion of abuse and failure to adhere to the University's travel policy. In addition, the unlawful, improper, or unauthorized use of the DSU travel card will result in other administrative actions which may include termination from employment and criminal prosecution. Cards will be canceled upon termination of employment; however, to ensure this is done in a timely manner, supervisors should notify the Travel Card Administrator as soon as possible if a cardholder separates from the University.

#### **F. Declined Transactions**

Travel cards may be declined for a variety of reasons.

- The card has reached the single transaction or daily limit
- The vendor has been purposely excluded from the Delaware State University's Travel Card Program, through the use of Merchant Category Codes (MCC).
- The travel card has been cancelled, terminated, or placed on hold due to violations or non-sufficient funds in the department's budget.
- The bank has flagged the account for concerns with an irregular spending pattern. This is often done to protect the cardholder and the University from potential fraudulent transactions.

If a Vendor receives a "Decline" response from the bank after attempting to put through a transaction, cardholders should contact the Travel Card Program Administrator with the following information for resolution:

- Account number
- Business where decline occurred
- Total transaction amount of the decline
- Date the decline occurred

After determining the reason for the "Decline" it may be necessary for the Travel Card Program Administrator to make temporary or permanent changes to the cardholder's control limits to process the transaction.

The financial institution should be contacted directly if problems are encountered outside of normal business hours. Cardholders should contact the financial institution via the customer service number located on the back of the travel card. The cardholder will be reimbursed for out-of-pocket expenses incurred as result of declined travel card transactions as long as the charges are for official University business.

**As a precautionary measure, cardholders should check their travel card balances before traveling to ensure their credit availability is sufficient to cover the cost of the anticipated trip. The Travel Card Administrator should be notified if a temporary increase in the card credit limit is necessary.**

## **G. Lost or Stolen Cards**

**The University is liable for all charges until the card is reported lost or stolen. THEREFORE, IT IS IMPERATIVE TO FIRST CANCEL THE CARD WITH THE BANK BY CALLING THE BANK'S TOLL-FREE NUMBER.**

In addition, the cardholder must also notify the Travel Card Program Administrator of the loss. The cardholder may be responsible for charges made against the travel card if there is a failure to notify the bank immediately upon discovery.

## **H. Disputed Charges**

Disputes, if possible, should be resolved promptly between the cardholder and the vendor. Cardholders should raise disputes immediately. Failure to do so may result in a negative impact on the department's budget, making that department responsible for paying **even though the charge is incorrect.** Reimbursements should reflect all **current** charges even if they are in the process of being disputed. A note should be made on the PE reimbursement explaining the credit to be applied or applied by a vendor/merchant.

## **I. Changes to Existing Accounts**

Requests to change names and limits for existing travel cardholders should be submitted to the Travel Card Program Administrator.

## **J. Record Retention**

The Disbursements Unit will maintain all travel and business expense reimbursements and supporting documents in a secure location for a period of time which complies with the University's record retention policy.

## **K. Travel Card Contact Information**

The Travel Card Administrator can be contacted at x6200 for questions related to the Travel and Business Expense Policy.

## STUDENT PER DIEM DISTRIBUTION FORM

Coach/Employee Name: \_\_\_\_\_

Athletic Team/Event: \_\_\_\_\_

	Student Name	D#	Date	Amount	Signature
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
	Names for Other Per Diems Distributed	D#	Date	Amount	Signature
1					
2					
3					
4					
5					

**Note: Signature serves as a receipt for funds received.**



# Mileage Log and Reimbursement Form

<b>Employee Name</b>	
<b>Employee ID</b>	
<b>Vehicle Description</b>	
<b>Authorized By</b>	

<b>Rate Per Mile</b>	<b>\$0.55</b>
<b>For Period</b>	
<b>Total Mileage</b>	
<b>Total Reimbursement</b>	

Date	Starting Location	Destination	Description Notes	Odometer Start	Odometer End	Mileage	Reimbursement
					<b>TOTALS</b>		