Delaware State University
Purchasing Card & Travel Card Education

Presented By the Department of Finance & Administration
Card Administration:

• travelcard@desu.edu
• pcard@desu.edu
• 302-857-6200
• M&T Customer Service 1-800-443-8671
The P-Card & Travel Card Training Is Mandatory

- **All** University Card Applicants must undergo this training *before* receiving his or her credit card.
- The course will review the business processes, policies and procedures pertaining to proper use of the Cards.
- The course is also highly recommended for expense approvers.
M&T Bank is the DSU Bank Provider

**M & T Bank**

- Application Form to request Travel Card & P-CARD
- Online purchase logs
- Online (automated) approvals
- Drop-Down lookups for account coding
- NO longer have the University Purchasing Card
- Cardholder name & Department are on the P-Card
University Credit Cards

Overview

• Applying for a purchasing & travel cards
• Obtaining the Purchasing & Travel Cards
• Established purchasing limits
• Cardholder responsibility
• Training requirements
• University P-CARD Policy & Travel Policy
• Submitting a Lost/Stolen request
Purchasing Card (P-CARD)

P-Card & Travel Card Application Process

- Complete and submit the P-Card Application.
- Make sure all fields on your application, including name, employee ID, department name and number, date of birth and contact number.
- All appropriate signatures are required before submitting the application.
- Return the completed application and send to one of our Administrators. (Please ensure to list the subject: p-card application)
- Cards are typically available within 7 business days. As long as all information is correct & accurate
- You will be notified by email when your card is ready for pick up.

Establishing a Purchasing Limit

2 Types of P-Cards

Refreshing P-CARD:
• Maximum amount of a single item is $1,000
• Daily maximum is $2,500
• Card maximum is $5,000 (limits can be adjusted with a prior approval)

Declining P-CARD:
• Maximum amount of a single item is $1,000
• Daily maximum is $2,500
• Card maximum is subject to the grant balance (limits can be adjusted with a prior approval)
Purchasing Card (P-CARD)

Cardholder Responsibility

• Protection and accountability for the DSU P-Card
• Responsibility for submission of receipts and proper tracking of purchase with the DSU P-CARD
• Mandatory completion of P-CARD training session
• Knowledge and compliance/acceptance of DSU P-CARD Policy
Purchasing Card (P-Card)

Policy Enforcement

- DSU P-Card can be suspended or terminated at any time by the DSU for non-compliance with policy and procedures.

- Transfers, resignation, and disciplinary action are grounds for immediate cancelation of the P-Card.

- Non-compliance with the card accounting reconciliations is a ground for closure/termination of the P-Card.

- DSU P-Card Policy is posted on the DSU website: http://www.desu.edu/administration/financial-policies-and-procedures

- Non-allowable items list is available on page 4 thru 5 of the DSU P-Card Policy
Purchasing Card (P-Card)

Submitting a Lost/Stolen Request

- P-Card holder must report the lost/stolen card by contacting M & T Bank at (800-VISA-911; 800-847-2911)

- Can also be done by submitting a request to one of our Administrators
Purchasing Card (P-Card)
Expectations

- Only reasonable and necessary expenses
- Expenses consistent with business and professional needs of DSU
- Required documentation submitted with Expense Reports
- Timely submissions of Expense Reports
- Timely processing of Expense Reports
- Approved Travel Authorization is required **BEFORE** the travel takes place.
- Travel policy can be found on the University website: http://www.desu.edu/sites/default/files/u1181/03-04%20Travel%20Policy.pdf
Major Changes

• Electronic submission of reimbursement requests
• Cash advances are only allowed for student Per Diem and for those traveling outside of the U.S.
• Per Diem rates are based on GSA guidelines
• Expense Reports processed with 10 business days of approval, provided all information is provided.
• Credit limit established for each cardholder per approved Travel Authorization
• Conference/Meeting itinerary MUST be submitted with expense report
Establishing Card Limits

• Effective November 1, 2017 travel cards will hold a zero dollar credit limit that will only be adjusted once an approved Travel Authorization (TA) is on file with the Finance department.

• Card limits will be set for each cardholder based on the amount specified on the approved TA.

• Approved TA forms must be sent to travelcard@desu.edu 10 days prior to travel in order to have the credit limit adjusted for trip.
Cardholder Responsibility:

- Protect card against loss or theft
- Integrity and accuracy of transactions
- Transactions must have a business purpose
- Submitting appropriate receipts
- Expense Reports must be submitted within 7 days of the return date of the trip
Supervisor’s Responsibility:

• Approve travel card application
• Notifying Travel Card Administration of cardholder’s separation from the University
• Approve travel reimbursement within three (3) business days
• Assist with audits
Per Diem Rate

• Based on destination
  • Rates located at U.S. General Services Administration website at www.gsa.gov
  • First and Last day of travel the rate is paid @ 75%
  • Undergraduate Student per diem remains at $28 (Breakfast- $6 ; Lunch-$10; Dinner-$12)
  • Graduate Students receive the same Per Diem as University Faculty & Staff
  • Tips are included in the Per Diem Rate
Transportation

- Use the most practical and economical
  - Airline, rail, bus, personal vehicle, fleet vehicle, or rental car. Restricted funds must comply with “Fly America Act.”
  - Mileage reimbursement – personal car (based on IRS in effect at time of travel)
  - Gas reimbursement – for rental cars or fleet vehicle.
    - Either gas OR mileage allowed, NOT both
  - Rental cars –
    - Decline optional insurance
    - Refuel charges non-allowable
Non-allowable items

- Personal items
- Alcoholic beverages
- Entertainment
- Refueling charges
- Priority boarding
- Meals covered by conference/event/meeting
- Tips in excess of incidental rate
- Travel costs of family/friends
- Full list beg. on page 9 of travel policy
Promises, Promises...

The card holder promises to........

• Submit approved reimbursements within seven (7) business days - (submission and approval)

We promise to...

• Process reimbursements within 10 business days
Planning, Planning

- Cash advance request – **MUST** 10 days business days prior to trip
- Positive pay process
- Requisitions should be approved in advance
Failure to Submit Reimbursements

• Reimbursements due 7 business days after returning from travel
  • 1\textsuperscript{st} Offense – email to cardholder
  • 2\textsuperscript{nd} Offense – email to cardholder & supervisor
  • 3\textsuperscript{rd} Offense – card placed on hold/re-mandatory training
  • 4\textsuperscript{th} Offense – card terminated
Unauthorized/Inappropriate Use

- Investigation of alleged misuse
- Referral to VP for Finance
- Forfeiture of privileges
- Recovery of unauthorized expenses through payroll deduction
- Termination of employment
Questions???