

For Office Use Only:

Number (incl. Class/Cat info? Status):	Classification/Category:
	Date Effective:

Policy Title: AMERICAN EXPRESS TRAVEL CARD

Contact Office: STUDENT FINANCIAL SERVICES

Oversight Executive:

Applies to (*scope*): University employees who are authorized to use an American Express Corporate Travel Card.

Table of Contents (*optional*):

Reason for Policy: To explain the process by which an employee may apply for and use the American Express Corporate Travel Card. To explain monitoring and card cancellation procedures.

Definitions (*cf. Glossary*):

Policy Statement:

The Commonwealth has entered into an agreement with the American Express Travel-Related Service Company, Inc. to provide an individual American Express Corporate Travel Card (travel card) at no charge to faculty, staff and others who travel on University-related business. This card will provide a convenient means for the traveler to charge travel-related expenses including meals, car rentals, motel/hotel reservations, etc. It is NOT to be used for personal charges. The Travel Card will be the only means of obtaining advance funding for University-related travel. University-related entertainment expenses may be charged to the Travel Card.

See also Policy VI.G.1, "Travel Expenses" section "Travel by Auto".

The agreement with American Express is the State Travel Card Contract #90718-5, and is in conformance with Commonwealth of Virginia Accounting Policies and Procedures, Topic 20335, Procedure 206, Travel Charge Cards.

This policy complements and DOES NOT REPLACE the contract presently in place with certain local travel agencies for making airline reservations and purchasing airline tickets. The present travel agency procedures will continue in force except for emergency situations, such as a flight cancellation during travel.

The Travel Card Coordinator in Student Financial Services (924-4242) oversees this program and will be glad to answer any questions related to it. The Medical Center Travel Card Coordinator is in Stacey Hall and is also available for questions. All Medical Center (agency 209) employees must request their card through Stacey Hall – please see Medical Center Travel Card Policy.

Procedures (*link? body? access? forms? internal controls*):

1.0 Eligible Employees

All classified employees Pay Band 4 and above and full time and part time faculty will be eligible to apply for a Travel Card.

2.0 Application:

All employees must fill out two applications:

American Express Corporate Card Application

And

University of Virginia American Express Travel Card Request Form

Applications may be found at XXXXXXXXXX. Forms must be completed and submitted to the Travel Card Coordinator.

2.0 Limitation on the use of the Travel Card:

Travel cards may be used only for reimbursable travel and related expenditures that are incurred while an employee is in a travel status. Personal charges to the Travel Card are NOT ALLOWED, except for a few minor exceptions.

Exceptions to this rule include items that are not reimbursable under State and University travel regulations, but which might be charged to a travel card coincident to the traveler's reimbursable expenses. Examples include:

- Non-reimbursable telephone calls charged to a hotel room.
- Non-reimbursable expenses for a spouse included in a hotel bill or a restaurant bill.
- University travel reimbursed from sources other than university funds, such as an association - paid conference.
- Travel cards may also be used for business meals, entertainment meals, and employee recruitment meals when the card holder is not in a travel status.

The normal charge limit on a travel card will be \$3,000. Higher limits, up to \$10,000, may be approved in exceptional circumstances with appropriate authorization. Written

requests for higher limits need to be forwarded to the Travel Card Coordinator, Student Financial Services, Carruthers Hall, or Travel Card Coordinator, Stacey Hall (Medical Center Employees).

2.x Travelers Checks/advances for University Travelers (agency 207)

University travelers may charge travelers checks to their travel card at the rate of \$50 per day of travel. The minimum issue will be \$100. The maximum issue will be \$500. Traveler's checks will only be issued for overnight travel and against a travel card. Employees taking day trips do not qualify for the issuance of travelers checks. Travelers may obtain travelers checks only from the Hospital Branch of the University Credit Union and the Cashiers Office, Carruthers Hall. Forms for obtaining travelers are available from your Fiscal Administrator. The traveler must present their travel card and pick up travelers checks in person. No third party will be permitted to act as agents for the traveler.

2.xx Travelers Checks/Advances for Medical Center (Hospital) Employees (agency 209)

Medical Center employees should refer to the UVa Medical Center Financial and Administrative Policies Manual for information on obtaining Travel Advances.

2.7 Additional American Express Travel Card Holder Benefits

Benefits include:

- Car rental loss and damage insurance is provided when the travel card is used. Anyone involved in an accident while driving a rental car on University related business please contact the office of Risk Management immediately at 924-3055. See also [Policy VI.G.1, "Travel Expenses"](#).
- Personal check cashing at participating hotels, airlines and car rental counters.
- Express check in and check out at participating hotels.
- American Express Travel Services Network, the "Traveler's Companion."
- A 24-hour hotline, Global Assist, which provides worldwide referrals for medical and legal emergencies.

2.8 Termination of Employee Participation

Employee participation in the Travel Card Program will be subject to termination under any of the following conditions:

- When the Travel Card member is no longer employed by the University.
- Where there is a consistently delinquent payment history.
- Where there is a consistent history of dishonored checks.
- When a Travel Card member files for bankruptcy.
- When a Travel Card member charges personal expenses to the Travel Card.
- When a Travel Card member exceeds maximum charge limits.
- When a Travel Card member requests cancellation.

3.0 Employee Responsibilities

The travel card will be issued in the employee's name. The traveler is **PERSONALLY LIABLE** for any charges made against the card, and will be billed directly by American Express. The University is **NOT** liable in the event of nonpayment by the employee. The contract is between American Express and the employee. American Express requires the card holder to make full payment within 30 days of the monthly billing statement cutoff date, which is the 8th of each month. Habitually slow payers may have their card suspended or canceled. **IF THIS HAPPENS, THEY WILL NOT BE ELIGIBLE FOR ANY TRAVEL ADVANCE FUNDS FROM THE UNIVERSITY.** Late payment charges may be incurred after 60 days past due. These charges for late payment are the employee's responsibility and will not be reimbursed.

The travel card must not be used to circumvent the procurement procedures of the University or the Commonwealth of Virginia.

IF THE TRAVEL CARD IS MISUSED, IT WILL BE REVOKED.

If, for any reason, your payment will not be made by the due date, make arrangements with American Express by calling their toll-free number, 1-800-528-2122.

FOR YOU TO BE ASSURED OF RECEIVING YOUR REIMBURSEMENT IN TIME TO PAY YOUR TRAVEL CARD BILL WHEN DUE, YOUR REIMBURSEMENT REQUEST WILL NEED TO BE SUBMITTED WITHIN ONE WEEK AFTER INCURRING THE CHARGE ON YOUR TRAVEL CARD.

The travel card holder must return the travel card to the Travel Card Coordinator located in Carruthers Hall upon request or upon leaving University employment.

Related Information (*Related Policies etc; also Published in...*):

Background (*includes Revision History + Approval Date + Review Date + Retired Date, Supersedes, Superseded By...*):

**UNIVERSITY OF VIRGINIA
AMERICAN EXPRESS TRAVEL CARD
REQUEST FORM**

Please type or print and return to College Comptroller, 1 College Avenue, Wise VA 24293 or fax to 276-376-4510 to the attention of Chuck Banner along with the American Express Travel Application.

Name _____

Social Security Number _____

Agency 246

I request that an American Express Travel Card (Travel Card) be issued to me by the University of Virginia, and hereby I agree to:

1. Assume responsibility for all charges authorized by me to my American Express Travel Card. I understand that this card will be based upon personal credit and will reflect on my credit report.
2. Use the Travel Card for charging only travel related expenses for which I will receive reimbursement by the University. *No personal expenses will be charged to the travel card*, unless they are coincident with travel and allowed as exceptions in the Travel Card Policy VI.B.10.2.1.
3. Make full payment within 30 days of the monthly billing statement cut-off date for all charges appearing on my American Express Travel Card monthly statement.
4. Cut my American Express Travel Card in half and call the Program Administrator in Comptroller's Office at 276-328-0220 or email at cwb2b@uvawise.edu to cancel this card providing card number and name immediately upon my separation from employment with the University of Virginia.
5. Surrender my Travel Card upon request by American Express or the University of Virginia for failure to meet my financial obligations to American Express.
6. All charges must be paid in full by payment due date. Any late fees or finance charges are the responsibility of the cardholder.

Employee Signature

Date

If requesting card to be rushed please sign below. A charge of \$10.00 will be applied to the first bill of the American Express Travel Card once approved. _____

Name of Department Head

Name of Department

I request that an American Express Travel Card be issued to the individual signing above. This individual is occupying a position in my department which may require University-related travel. Attached is a completed American Express Travel Card Request Form.

Department Head Signature

Date

American Express® Corporate Card Application

APPLICATION INFORMATION - APPLICATION CANNOT BE PROCESSED WITHOUT REQUIRED INFORMATION.

Name as you would like it to appear on the Corporate Card (20 characters maximum, including spaces - *Required)

Billing Address *Required

Street Address (20 characters maximum, including spaces)

Home Office

City (17 characters maximum, including spaces)

State

Zip Code

Home Address *Required

Street Address (if different than billing address)

City (17 characters maximum, including spaces)

State

Zip Code

Social Security Number (*Required)

Home/Personal Phone Number(*Required)

Business Phone Number (*Required)

Fax Number (*Required)

Employee ID Number (10 characters maximum)

Cost Center Number (10 characters max.)

Universal Number (25 characters maximum)

X

Employee's Signature Please read the Agreement before signing.

Date

By signing above I indicate my acceptance of the terms and conditions of the Agreement.

PROGRAM ADMINISTRATOR - APPLICATION CANNOT BE PROCESSED WITHOUT REQUIRED INFORMATION.

Basic Control Number (*Required - please fill out or application cannot be processed)

University of Virginia

Company Name (20 characters only, including spaces)

X

Authorizing Signature* Please read the Agreement before signing.

Date

I am authorized to complete this enrollment authorization on behalf of the company.

Chuck Banner

PRINT Authorizer's Name

Title

Phone Number

Program Administrator

Fax Number

* All applications require a signature (name & title) of an authorized Company Representative or Program Administrator.

AGREEMENT:

Company and the Applicant (a) request that a Corporate Card be issued to the Applicant on the Company's account, (b) authorize the receipt and exchange of credit information on the Company and the Applicant, (c) agree to be bound by the Agreement sent with the Card and by the agreements covering Corporate Card related programs in which the Applicant is enrolled, and (d) agree that the Corporate Card will be used for business or commercial purposes only. The Applicant (a) authorizes American Express to notify the Company if this application is declined or if spending restrictions are applied to the Corporate Card, and (b) agrees to be liable for payment to American Express of all amounts charged to the Corporate Card.

THE
AMERICAN
EXPRESS
CORPORATE
CARD
PROGRAM

Employee:
*Required fields
must be completed
or application
cannot be
processed.

Please complete
and send to
Program
Administrator

Program
Administrator:
*Required fields
must be completed
or application
cannot be
processed.

Complete form
and send to:
American Express
P.O. Box 53816
Phoenix, AZ
85072

or

fax to:
623 492-3884



Corporate
Services