

Travel P-Card Instructions

Effective Date: 02/01/2008

Policy – Academic Health Center Travel P-Card Instructions

The University has opened up the option for departments/colleges/units to request Purchasing Cards for employees in their area who travel. Currently the request must be signed by Jan Hawk on behalf of Dr. Henney.

If the employee already has a personal Purchasing Card, please fill out the [Exhibit C](#) requesting travel privileges and then send to Jan Hawk. Upon approval it will be forwarded by AHCFA to Chad Anton.

If you currently do not have a purchasing card, Exhibits A & B must be completed which are available through the [Purchasing Department](#). Purchasing now has on-line training available which is an added convenience for your new cardholders.

If you and your Chair/Dean/Director decide to allow travel purchasing cards you will be responsible for developing the guidelines for the use of the cards in your individual area.

Below is information you need to know about Travel P-Cards:

- (1) The expenses to be charged via P-Card may NOT show up on a TA or TE. The TA and TE are only for expenses that will not be on the card with no exceptions. A TA should not be completed and sent in to Accounts Payable if no expenses will be reimbursed to the traveler.
- (2) It is allowable for a traveler to ask UC to pre-pay registration and/or airline tickets. The P-Card does not have to be used everything.
- (3) Employee responsible for reviewing TEs and P-Card spending in their area must pay close attention to both to avoid “double-dips” on travel expenses. The most common problem is travelers requesting the per diem rate for food but turn in some charge receipts for these same meals.
- (4) The same rules apply even if a P-Card is used – no alcohol, no excessive meal costs, and all receipts to accompany each purchase.
- (5) The traveler must understand that they should be extremely careful to avoid charging any personal expenses on the card, including the costs of a spouse.

UC does not allow the P-Card to be used for personal use even if the employee wants to reimburse the expense to the University (whether for travel or any other purchase). A card should be revoked if the cardholder will not follow University policy.

- (6) If a travel P-Card holder uses their card to pay for other employee's travel, such as, registration, hotel rooms, airline tickets, etc. The P-Card holder must sign the receipts showing that they authorized these purchases.

Below are suggestions and decisions you will have to make as you develop an individual policy for your specific area:

- (1) You decide what the per-transaction limit is on the card. With the current high rates charges by airlines, \$1,000 to \$2,000 is recommended.
- (2) You may only want to try it out on a few travelers first before you open it up to every traveler in your area so you can work through the issues and revise your process before too many people are traveling this way.
- (3) You may decide to give the person travel privileges but no other purchasing privileges. YOU make up the rules. You will most likely want to put them in writing. Maybe the rules instead are to use the card only for plane tickets, registrations, hotel, and nothing else. You decide this individually for your area.
- (4) Since charges can be moved around between account lines via UCFlex, you probably will not want to set up separate P-Cards for individuals for every account line they will travel against.