

## Stanford Travel Card Policy

The Travel Card is a University-liability JPMorgan MasterCard used for buying travel and travel-related services required for the conduct of University business. Travel Card expenses are paid directly by the University to JPMorgan. All charges to a Travel Card must be properly itemized, supported by a business purpose, approved, and submitted via the Expense Requests expense reporting process.

For general information contact the [Financial Support Center](#) at 1-650- 723-2772.

## TABLE OF CONTENTS

Overview.....	1
Purpose	
Proper Use	
Card Types	
New Travel Cards.....	1
Eligibility and Application	
Online Application with Guarantee Account (PTA)	
Application Approvals	
Cardholder Agreement	
Assigned Transaction Validator / Expense Report Preparer	
Required Training	
Card Delivery	
Card Activation	
Card Validity Period	
Renewal Cards / Card Cancellation / Card Suspension.....	3
Renewal Cards	
Card Cancellation by Cardholder	
Card Cancellation by Stanford	
Card Suspension by Stanford	
Reactivating Suspended Cards	
Usage Restrictions and Limits.....	4
Usage Restrictions	
Spending Limits	
Declined Transactions	
Proper Use and Misuse.....	4
Proper Use	
Compliance with Expenditure Policies	
Compliance with Sponsored Project Policies	
Travel Card Misuse	
Audit and Misuse Investigation	
Cardholder and Validator / Preparer Responsibilities.....	6
Securing Travel Cards	
Validation of Travel Card Charges	
Disputing Travel Card Charges	
Reporting Lost or Stolen Travel Cards and Fraudulent Charges	
Retaining Receipts	
Processing Expense Reports	
Paying Personal Amounts	
School and Department Responsibilities.....	7
Supervisor Responsibilities	
Dept. Head, Chair/Dean, Financial Approver Responsibilities	

## OVERVIEW

### Purpose

The Stanford Travel Card ('Travel Card') is a JPMorgan MasterCard used for buying travel and travel-related services on behalf of the University.

### Proper Use

Cardholders may only use the Travel Card for University travel-related business transactions. Cardholders (travelers and administrators) are responsible for ensuring that all charges comply with policy and are properly itemized, supported by a business purpose, approved, and submitted via the Expense Requests expense reporting process.

The Travel Card may not be used for personal expenses (except for incidental expenses that cannot be easily separated from a business charge). Because the Travel Card is a University-liability corporate card, the University has responsibility for paying Travel Card charges directly to the bank. The cardholder is personally responsible for repaying Stanford University for all non-reimbursable Travel Card charges.

In addition to adhering to the Travel Card policies and procedures, all Travel Card transactions must be made in compliance with University policies and procedures governing expenditures and purchasing. All Travel Cardholders who are allocating expenses to a sponsored project account must be in compliance with their respective sponsoring agency's policies.

Cardholders who do not comply with University policies and procedures may have their Stanford University cardholder privileges revoked. Misuse of the Travel Card may result in disciplinary action, up to and including termination of employment.

### Card Types

There are two types of Stanford Travel Cards:

- Individual Travel Cards issued to individuals (faculty, staff, and post-doctoral fellows) who travel frequently on Stanford business, and
- Department Travel Cards issued to department administrators as a means to pay for travel-related purchases for occasional travelers, students, or non-employees.

## NEW TRAVEL CARDS

### Eligibility and Application

Travel Card eligibility is based on a departmentally-determined business need, and is contingent upon:

- completed online application, specifying a guarantee account (PTA)
- approvals from both the prospective cardholder's manager or department chair / dean and appropriate financial approver,
- execution of online cardholder agreement,
- assignment of person responsible for validating transactions and originating expense reports, and
- completion of required training.

The Travel Card is intended for Stanford staff, faculty and post docs on active employment. The Travel Card may not be extended to non-employees.

## Online Application with Guarantee Account (PTA)

A Travel Card application must be initiated online by the prospective cardholder or designated requester. Hardcopy applications are not accepted. A Guarantee Account (PTA) and, optionally, a Clearing Account PTA, are specified in the application. The Guarantee or Clearing Account PTA is the account to which travel card charges are debited until expense reports are processed, at which time business allocations are charged to specific accounts. In cases where a travel card charge is not allocated on an expense report, the charge will be debited to the Guarantee Account.

## Application Approvals

Travel Card applications will route for approval via email to the applicant's manager, department chair or dean, and to the department's Financial Approver(s). No signatures are required on the Travel Card application as the 'signatures' are obtained electronically. Upon receiving approval from the Financial Approver, the application will route to Travel Card Administration in the University's Disbursements Department.

## Cardholder Agreement

During the application process, the cardholder is required to read and agree to Travel Card Terms and Conditions (Cardholder Agreement).

## Assigned Transaction Validator / Expense Report Preparer

Each Travel Card issued must have a designated person assigned as responsible for validating transactions in a timely manner and preparing expense reports to properly allocate expenditures. Both of these tasks are done in Expense Requests, Stanford's system for expense reports, reimbursements, advances, non-PO payments, and petty cash replenishment. The assigned validator/preparer may be the cardholder or other department staff.

## Required Training

Cardholders and their assigned transaction validators/expense report preparers must complete required training in order to receive a Travel Card and act as validator/preparer. Cardholders and validators/preparers must complete [FIN-0400: Traveling for Stanford](#). Validator/Preparers must also complete [FIN-0402: Expense Reports with Travel Card Charges](#). Both classes are available in STARS.

## Card Delivery

Once the application is approved and required online training is completed, the Cardholder will be notified that the card is available for pick-up at the Campus Service Window at University Cashier's Office (459 Lagunita Drive, Tresidder Memorial Union Suite 7, Stanford, CA 94305). The back of the Travel Card should be signed upon receipt.

**Note:** Normal card processing time is 10-14 days after approvals are obtained and training is completed.

## Card Activation

Upon receipt of the Travel Card, Cardholders must contact JPMorgan by calling the telephone number provided on the sticker on the face of the card.

If a Travel Card is received with an error, email [Travel Card Administration](#), or call the [Financial Support Center](#) at 1-650-723-2772.

## Card Validity Period

Travel Cards are valid for two (2) years from the date of issue. Expiration dates are printed on the card.

## RENEWAL CARDS / CARD CANCELLATION / CARD SUSPENSION

### Renewal Cards

The Travel Card will expire on the date embossed on the card's face, and will be automatically renewed as detailed in this section.

Approximately two (2) weeks prior to the expiration date, a renewed Travel Card will be sent by JPMorgan to the cardholders Stanford business address as noted on their Travel Card application.

There are situations in which a Travel Card may not be automatically reissued.

- The Travel Card has not had any transaction activity for 18 consecutive months.
- The University has found improper use of the Travel Card.
- Travel Card charges have not been reported in an expense report within Expense Requests in a timely manner.

If an employee's Travel Card was not automatically reissued and the employee would like to continue as a cardholder, please email [Travel Card Administration](#), or call the [Financial Support Center](#) at 1-650-723-2772.

### Card Cancellation by Cardholder

Cardholders who want to cancel their Travel Cards should email [Travel Card Administration](#), or call the [Financial Support Center](#) at 1-650-723-2772. The Travel Card should be shredded (by employee) upon cancellation.

### Card Cancellation by Stanford

The Travel Card is valid only while the cardholder is on active payroll status and while the cardholder is using the Travel Card in accordance with University policies. The Travel Card will be cancelled and deactivated by Stanford on the date the employee or post doc separates from the University or upon misuse. The Travel Card should be shredded (by department) upon cancellation.

### Card Suspension by Stanford

A Travel Card will be suspended by Stanford due to the reasons below. A suspended Travel Card can be reactivated, using the same card number, under the circumstances described below.

- Travel Cardholder is on extended leave;
- Misuse of the Travel Card is under investigation by the University.

Note that Cardholders on extended University leave, such as sabbatical or family leave should notify Travel Card Administration so the card can be suspended. It is important that all Travel Card expenses be properly recorded in an Expense Requests expense report before the employee goes on extended leave or leaves the current department.

### Reactivating Suspended Cards

A suspended Travel Card can be reactivated, using the same card number, when:

- The Manager or Financial Approver notifies Travel Card Administration that the employee has returned from extended leave.
- Travel Card Administration has determined the Cardholder eligible to continue using the Travel Card.

## USAGE RESTRICTIONS AND LIMITS

### Usage Restrictions

The Travel Card is set up for use with merchants selling travel-related goods and services such as travel agents, transportation and lodging providers, and restaurants. Cardholders should be aware that the Stanford Travel Card may not be accepted by merchants outside of these categories.

### Spending Limits

During the online application process, the monthly spending limit for the card is established by the department and approved by the financial approver for the associated account(s) (PTAs) and by Travel Card Administration. Changes to spending limits can be requested by emailing [Travel Card Administration](#), or by calling the [Financial Support Center](#) at 1-650-723-2772.

### Declined Transactions

Common reasons for declined transactions include the following.

- Merchant has incorrect Travel Card expiration date;
- The card's specified allowable spending limit is exceeded; or
- The Travel Card is being used to purchase non-travel related goods or services (merchant types that have been excluded from allowable use).

If a Travel Card purchase is declined for a reason unclear to the cardholder, JPMorgan can be contacted for clarification by calling the Customer Service number on the back of the card.

## PROPER USE AND MISUSE

### Proper Use

The following list provides examples of travel-related business transactions proper for the Travel Card:

- Air, rail, bus, taxi, and shuttle transportation
- Car and van reservations and rentals and gasoline for rental vehicles
- En route meals
- Hotel deposits, including those for employees, groups, or University guests
- Hotel reservations, guarantees and accommodations, including those for employees, groups or University guests
- Incidentals, including phone calls, faxes, hotel parking, and Internet connectivity
- Conference fees
- Venues for events, such as hotels and other facilities

In general, local business meals and local catered events should be paid for with Purchasing Cards (PCards).

The Travel Card may not be used for personal expenses, except for expenses that cannot easily be separated from a business charge, such as charges for in-room movies on a hotel bill. Cardholders are responsible for reimbursing the University for any such personal charges made to the Travel Card.

### Compliance with Expenditure Policies

All Travel Card transactions must be made in compliance with the University's policies relating to expenditures.

For example, but not limited to, Travel Card expenditures must comply with the following:

- **Expenditures must be reasonable and necessary** – Costs for daily meals, daily lodging, transportation, etc. must comply with University policy.
- **Coach Class Air Travel Policy** – Airline tickets must be purchased in economy-class (coach). Business class is permissible only for international flights with a duration of eight hours or more (including connecting domestic legs, provided there are no layovers). See [Administrative Guide Policy 5.4.2](#).
- **Subject to Sales Tax** – Travel Card transactions subject to California sales and use tax that was not charged tax at point of sale may be assessed the tax by Disbursements and Accounts Payable.

## Compliance with Sponsored Project Policies

Cardholders who are allocating expenses to a sponsored project account must be in compliance with their respective sponsoring agency's policies.

For example, but not limited to, Travel Card expenditures allocated to a sponsored project account must comply with the following.

- **Government Unallowable Allocations** -- Government Unallowable Allocations must be clearly identified in the expense report in Expense Requests. Government Unallowable purchases cannot be allocated in to a sponsored-project account;
- **US Flagship Carrier Use** -- When federal funds are used for foreign travel, tickets must be purchased in compliance with the Fly America Act. This Act stipulates that tickets must be purchased for travel on either (i) a U.S. flag air carrier or (ii) a foreign carrier that operates under a U.S. flag air carrier code-sharing agreement and identifies the U.S. flag air carrier's designator code and flight number. See [Policy Notes: Fly America Act and Open Skies Exceptions](#) for details and exceptions.
- **Lowest Available Airfare Purchase**-- Airfare costs in excess of the lowest available commercial discount airfare, Federal Government contract airfare or customary standard (coach or equivalent) airfare, are unallowable except when such accommodations would: require circuitous routing; require travel during unreasonable hours; excessively prolong travel; greatly increase the duration of the flight; result in increased costs that would offset transportation savings; or offer accommodations not reasonably adequate for the medical needs of the traveler.

Cardholders allocating their expenses to a sponsored project account should direct questions regarding allowability to the fund specialists assigned to their department.

## Travel Card Misuse

Cardholders must use their Travel Cards according to these and other University policies and procedures. Cardholders who do not comply with these policies and procedures may have their cardholder privileges revoked. This revocation may be extended to include the Procurement Card, if the employee also has the Procurement Card.

Misuse of the Travel Card may result in disciplinary action, up to and including termination of employment.

## Audit and Misuse Investigation

University employees must report known or suspected misappropriations, regardless of magnitude, to their immediate supervisor, manager, department chair or dean. Supervisors, managers, department chairs or deans must then inform [Travel Card Administration](#) or by contacting the [Financial Support Center](#) at 1-650-723-2772. Individuals wishing to report suspected incidents on an anonymous basis may call the [Financial Support Center](#) at 1-650-723-2772.

# CARDHOLDER AND VALIDATOR / PREPARER RESPONSIBILITIES

## Securing Travel Cards

Cardholders are expected to keep their Travel Cards in a secure location at all times. The only person authorized to use the Travel Card is the person to whom the Travel Card is issued, whether it is a Department Card issued to a department administrator or an individual card issued to a frequent traveler. Lending or sharing of Travel Cards is not allowed.

## Validation of Travel Card Charges

The assigned validator is responsible for validating travel charges in Expense Requests, Stanford's system for expense reports, reimbursements, advances, non-PO payments, and petty cash replenishment, in a timely manner. Travel Card charges appear in Expense Requests within 1-3 days of the transaction date. The validator should review the charges on the TCard tab and report or dispute any fraudulent charges.

## Disputing Travel Card Charges

Cardholders and/or the assigned validator/preparer are responsible for promptly disputing any charge suspected to be erroneous or fraudulent in the Expense Requests system and then working with the merchant and with JPMorgan to resolve the disputed charge. Charges can only be disputed with the bank within 60 days from the date the transaction is posted.

Since many merchants use centralized clearing houses for credit card processing, the name and location of the merchant on the statement may not initially be recognized by the cardholder. Before disputing, the cardholder should check expenditure records carefully and/or work with the traveler to make certain that the charge is indeed an error.

When a dispute is warranted, the best practice is to contact the merchant first and try to resolve the dispute, as most erroneous charges are for the wrong amount or for duplicate charges with a merchant. However, it is important to subsequently dispute the transaction with JPMorgan before 60 days from the posting date of the transaction.

## Reporting Lost or Stolen Travel Cards and Fraudulent Charges

In the event that a Travel Card should become lost or stolen or should fraudulent activity be detected, cardholders or administrators should immediately contact JPMorgan to request cancel / reissue of card and notify [Stanford Travel Card Administration](#) accordingly.

## Retaining Receipts

Cardholders are responsible for retaining receipts according to travel and reimbursement policy.

## Processing Expense Reports

Cardholders are responsible for either processing their own expense reports or for coordinating such processing with a member of their department. Information about expense reporting is provided in the required training and on the Gateway to Financial Activities web site.

Processing in a timely manner is important to ensure expenditures are correctly reported. Expense reports should be completed and submitted immediately upon completion of travel. If transactions are not expensed within 60 days of completion of travel, they may be tax reportable to the traveler. Even when an employee has a Travel Card, the traveler may occasionally use personal funds to incur business expenses. A single expense report can be used to report Individual Travel Card charges and issue a reimbursement for expenses incurred using personal funds in the Expense Requests system. There is no need to create two reports, except when there are both personal fund expenditures by the traveler and charges made to a Department Travel Card. In these cases, since there are two payees, there must be two expense reports.



## **Paying Personal Amounts**

The Travel Card may not be used for personal expenses, except for incidental expenses that cannot be easily separated from a business charge. When personal charges are incurred on the Travel Card in these exceptional cases, such charges must be paid directly by the cardholder to Stanford and an expense report must be processed. Personal portions of charges are identified in the expense reporting process and instructions for paying Stanford are as indicated on the Transaction Review page in Expense Requests.

## **SCHOOL AND DEPARTMENT RESPONSIBILITIES**

### **Supervisor Responsibilities**

Supervisors have the following responsibilities with respect to direct reports who have been issued a Travel Card:

- Approve or reject online Travel Card applications
- Review expense reports to confirm business purpose and reasonableness
- Use OBI Reporting, TCard Transaction Detail Report or Reportmart3, 301-TCard Transaction Details Report to monitor and clear outstanding transactions

### **Dept. Head, Chair/Dean, Financial Approver Responsibilities**

Senior staff has the following responsibilities with respect to departmental staff members who have been issued a Travel Card:

- Establish and monitor department-level procedures to ensure that expenses and amounts charged to departmental accounts are in compliance with departmental procedures, spending limits and budgets, and with University policy
- Approve or reject online Travel Card applications
- Approve spending limit changes subsequent to the application process
- Report a cardholder's departure from the department or the University to Travel Card Administration
- Remove cancelled Travel Cards from the cardholder
- Assist with any Travel Card audits or investigations