

# The University of New Orleans

State Travel Card / CBA (Cardless Billing Account)

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# Overview

- Introduction & Purpose
- Benefits
- Card Controls
- Cardholder Responsibilities
- How the Program Works
- Important Information
- Travel Card Guidelines





# Introduction and Purpose

## What is the State Travel Card/CBA?



- ▶ The State Travel Card is a VISA credit card issued by Bank of America (BOA) that is used by UNO employees to pay for specific authorized travel expenses. The CBA is a cardless billing account issued to a department for travel expenses.
- ▶ Tools to manage travel and accounting.
- ▶ The individual whose name is on the card or the account is responsible for all transactions made with the card/account.
- ▶ The card can only be used to pay for authorized travel expenses for the individual named on the card. (Unless **prior** approval for authorized travel expenses is received). The CBA is not limited to one person or group.

# Purpose of the Program

- ▶ To pay for specific travel expenses.
- ▶ Preferred mechanism for payment of frequent travel expenses.
- ▶ Travel and accounting management.
- ▶ Empowers End-User.
- ▶ The four items that need to be on a state travel card or CBA, except for individual travel which has an exemption, are:
  - ▶ Airfare
  - ▶ Lodging
  - ▶ Vehicle Rentals
  - ▶ Registration fees (Membership fees if included with registrations)

# Benefits

- Prompt payment to vendors.
- Increases efficiency and effectiveness by utilizing one source of payment for travel.
- Reduces the need for travel advances.
- Enables travelers more ease in making needed arrangements.
- Reduces misunderstanding of what is and is not an approved transaction for travel.





# Card Controls

- ▶ Monthly Billing Cycle
  - ▶ Begins on the 9th of the month and ends on the 8th of the following month.
- ▶ Credit Limits & Single Transaction Limits
  - ▶ If you exceed the credit or transaction limits that have been set by your department head, your card will be declined at the Point of Sale (POS).
- ▶ Merchant Category Codes (MCC)
  - ▶ Attempts to purchase from restricted or prohibited MCC's will cause the transaction to decline at the POS. (Please contact the PA if an MCC error occurs.)
- ▶ Segregation of duties: the process from POS to reconciliation is broken out and sections are handled by different individuals. This serves as an internal control function. (ex. An approver cannot approve their own travel charges).
- ▶ Monthly audit reports – Program Administrator and OST internal auditor in BRLA.
- ▶ Yearly audit reports – Internal auditor and legislative auditors.

# How Does the Program Work?

The Department Head initiates the request for a travel card for each prospective cardholder under his/her jurisdiction by:

1. Completing a Travel Cardholder Enrollment/Annual Review Form and forwarding it to the Program Administrators.
2. Assign Spending limits per transaction/day/cycle (to be on the form).

## **Cardholder / Approver**

1. Fills out Cardholder and/or Approver agreement form(s) and sends to the Program Administrators, depending on role(s).
2. Takes training via UNO training and the State LEO training sites (LEO scoring at least a 90% is required).
  1. <https://leo.doa.louisiana.gov/irj/portal>
  2. Search: OSP Travel Card Certification: click on Cardholder or Approver, depending on your status (NOTE: Persons who are cardholders and approvers only need to take the LEO Approver training.)
  3. Book this course
  4. Start Course Now
3. Certificates of proof must also be sent to the Program Administrators.

## **BOA Works**

- ▶ ITEMIZED Receipts and any supporting documentation are uploaded into BOA Works for each transaction for review and approval.
- ▶ Each transaction must be allocated with index and account and have at least one document attached. Multiple files can be attached, 1MB max.
- ▶ Original itemized receipts and all documentation are to be submitted with the monthly card statement for transactions on the statement.
- ▶ Purchase Log: Reports/Template Library/Billing Cycle Completed Purchase Log/drop down box/adjust dates/run/print PDF/ both Cardholder and Approver sign and date, if not electronically signed off on. Submit with card statement. CBA cardholders are to manually sign the log.



# Credit Cards:



Issued in individual's name.




Must receive annual training with a passing score of 90%.



Must sign a Cardholder's Agreement form.



Agency liability.



Upon separation/termination – account must be cancelled & card turned in to the Program Administrators.



# State Travel Card Program

## What are my limits?

State Travel card/CBA purchases are limited to a Single Transaction Limit (STL), or \$5,000 per transaction, whichever is less. STL's of greater than \$5,000 on an individual's card must be approved by the Office of State Travel.



**DO NOT** split a transaction. Items that exceed the Single Transaction Limit and separating the payment into two or more transactions is **NOT allowed**. Artificially splitting a purchase is a **violation of State law**.

Executive Order BJ 2010-16, Small Purchase Procedures, Section # 6 states:

- In the absence of a good faith business basis, no purchase or procurement shall be artificially divided within a cost center, or its equivalent, to avoid the competitive process or the solicitation of competitive sealed bids.

# Unauthorized Purchases



No!

Alcoholic beverages



No!

Cash advances – cash instruments, cash refunds



No!

Controlled substances (prescription drugs, narcotics, etc.)



No!

Entertainment costs – ski tickets, tours, etc.



No!

Gift Cards/Gift Certificates



No!

Personal purchases



No!

Food & meals (unless prior approval through the Office of State Travel – requests must be sent to your Administrator). A signed roster of participants is required for food/drink.

# Authorized Purchases

- Airfare – (No Baggage fees, unless ***Prior*** approval is obtained)
- Hotel/Lodging and Contracted travel agency fees
- Internet Services – Only with hotel stay & combined on invoice
- Parking – Only with hotel stay and combined on invoice & New Orleans Airport Parking
- Registration for conferences/workshops - membership dues if combined
- Rental Car – ONLY IF ENTERPRISE CBA IS NOT AVAILABLE
- Gasoline for rental/state-owned vehicle ONLY, not personal vehicles
- Shuttle Service – Only when pre-paid prior to trip & not for individual ground transportation during a business trip, such as taxi, bus, Uber, etc. without approval from Office of State Travel.

# Purchases

- Verify funding is available.
- Ensure transaction is appropriate for the State Travel Card.
  - Listed in State Card Policy and in this PowerPoint training presentation.
- Check list of unauthorized purchases.
  - Listed in State Card Policy and slide 11 of this presentation.
- Advise vendor card transaction is state tax exempt, if in Louisiana.
- Provide vendor with completed and signed tax-exempt form.
  - If sales tax is charged, the cardholder is responsible to obtain a credit from the vendor, or reimburse the account that funds were taken from by making a deposit at LaCap.
- Obtain the itemized receipt.
  - General receipts and some handwritten receipts are not sufficient if administrators and auditors cannot ascertain what was purchased.

# Other Purchase Information

- **Resort** fees cannot be paid/reimbursed unless at a conference hotel, or Las Vegas NV, which is about the only place OST considers a resort town.
- For conference hotels over the routine tier limit – Documentation must be uploaded to the transaction in Works and submitted with the BOA statement.
- NO Louisiana state tax is to be charged on the card, if so must be credited by the vendor or reimbursed by the cardholder. Non-state occupancy or other taxes on hotels are acceptable. Sales tax is allowed for parking only, if on hotel invoice.
- Convenience fees are not to be charged without prior approval of the Program Admin.
- For food purchases by Athletics – Itemized invoices AND signed rosters must be uploaded to transactions in Works and submitted with the BOA statement.
- A copy of the travel authorization should be sent with the statement which has any of those charges on it and should be attached to each transaction in Works.
- Multiple file documents can be attached to a transaction in Works, with maximum limit of 1 MB on each file.

# Cardholder Responsibilities

- Obtain annual training – State LEO, with a passing score of 90%, and UNO.
- Read and sign the State Corporate Liability Cardholder Agreement Form – annually.
- Use State Travel Card for official state business only.
  - *No personal purchases*
- Keep card in a safe & secure area, protect data, and do not lend card out.
- Gather all supporting documentation (receipts, invoices, emails, etc.).
- Upload onto BOA Works transactions, and code with Banner expense codes.
- Submit original receipts, supporting documentation, & log with monthly statement.
- Surrender the card upon separation of employment.

# Disputed Items

- ✓ Contact the State Travel Card Program Administrator if there are any charges on your statement that you do not recognize.
- ✓ State Travel Card PA will direct you to complete the Statement of Disputed Item form. (Located on the Office of State Travel's website)
- ✓ BOA is contacted to dispute the item, can be disputed by the cardholder, approver, or PA.
- ✓ If the disputed amount is credited, you will see it on a future statement.

*\*State Travel Card Program Administrator: Gretchen Smith x6209 or Debby Charrier x5431*

# Lost or Stolen Cards

- Notify Bank of America **immediately** by calling: **1-888-449-2273** – anytime
  - If found, lost or stolen cards should be sent to the State Travel Card Program Administrator
  - **DO NOT** have BOA reissue a card directly to you. All cards must be received and distributed by the Program Administrator.
- Upon termination/transfer, the card must be cancelled and returned to the Program Administrator in the Controller's Office.



# Other Important Information

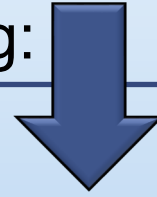
- The State Travel card is to be used for official business only.
- Violators of policies & procedures will be subject to disciplinary action.

## Caution Violations:

- Personal or unauthorized purchases.
- Split purchases.
- Alcohol.

# Other Important Information

- Failure to comply with all State Travel Card policies & procedures may result in the following:



- Payroll deduction
- Account suspension/deactivation
- Permanent loss of the card
- Notification to administration, internal audit, and University Police
- Possible employment suspension or termination



# Important Dates

Billing cycle is the 9<sup>th</sup> of the month to the 8<sup>th</sup> of the following month

All statements and supporting documentation due in the Controller's Office no later than ten (10) business days after close of cycle

Failure to submit documents in a timely manner may result in card suspension

Statements not received within fifteen (15) business days may result in card suspension or cancellation



# TRAVEL CARD GUIDELINES

## HOW TO START THE TRAVEL PROCESS – SPEND AUTHORIZATION FORM

- Before an employee travels, permission must be granted by submitting a spend authorization in workday (**SA**).
- All estimated travel expenses, trip details, and the cost center information is entered on the form. Workday will encumber the funds on the **SA** so it is important to obtain an accurate estimate.
- The form is routed electronically to the chair, dean, business affairs/spa for budget approval, then to accounts payable for approval and the funds are reserved for this travel.
- Notification is sent in workday when the form is complete.

# SPEND AUTHORIZATION FORM GUIDELINES

- Travel arrangements can start after the form is approved by all parties and the authorization is given.
- Travel expenses cannot be accrued until the expense report is approved.
- The **SA** must be approved before the travel's departure date. If the form is approved after the traveler departs, the president's office must approve.
- A traveler cannot approve their own spend authorization. The traveler's supervisor, chair/dean, and business affairs/spa must approve the **SA** for the travel to be valid.
- The university will only pay for travel expenses during the time frame allocated on the form.
- Include comments and/or attachments that may be helpful.

# PPM-49

- PPM–49 is the Louisiana State travel guide. All UNO travelers must follow the policies and rules within PPM–49.
- A traveler can find specific information regarding what is allowed when traveling on official university business in PPM–49, such as allowed daily lodging rates, rental car rates, food allowances, parking rates, etc.
- Please note PPM–49 is updated yearly. A new version is made available every year on July 1<sup>st</sup>. You should also check every few months for updates as it is often amended.
- The next several slides will highlight common travel purchases discussed in PPM–49.



# CHRISTOPHERSON BUSINESS TRAVEL- AIRFARE

- It is mandatory that all airfare transactions are purchased through Christopherson business travel, the state's contracted travel agency. If Christopherson is not used for airfare purchases, UNO cannot pay for the flight, unless pre-approval is granted by the office of state travel. Contact accounts payable for outside of Christopherson approvals.
- The state travel card or CBA are the only acceptable forms of airfare payment. Personal credit card airfare charges are not reimbursable .
- Below is Christopherson's business travel contact information:

CORE BUSINESS HOURS: M-F 8A-7P (WEEKDAYS)

TOLL FREE NUMBER: 888-961-0720

LOGIN WEBSITE: [HTTPS://APP.CBTAT.COM](https://app.cbttat.com)

STATE ADVISOR TEAM: [STATELA@CBTRAVEL.COM](mailto:STATELA@CBTRAVEL.COM)

ONLINE SUPPORT: [ONLINESUPPORT@CBTRAVEL.COM](mailto:ONLINESUPPORT@CBTRAVEL.COM)

# Christopherson Business Travel– AIRFARE CONT...

Line Item Detail		Per Transaction Fees	
Type	Description	Online Booking	Full Service Agent Booking
<b>Domestic</b>	Air ticket only	\$7.00	\$24.00
	Hotel and/ or car reservation only	\$4.00	\$10.00
	Rail ticket only	\$7.00	\$24.00
	Bus ticket only	N/A	N/A
	*Flat fee for booking any combination of airline, car rental, lodging, rail and bus ticket.	\$7.00	\$24.00
	Group tickets: Per person flat fee for group tickets (a group is defined as 10 or more tickets issued for the same origin and destination and for the same travel dates).	\$7.00	\$21.00
	Ticket Exchange Fee	\$7.00	\$24.00
	Ticket Refund Fee	\$0.00	\$0.00
<b>International</b>	Air ticket only	\$7.00	\$31.00
	Car reservation only	\$4.00	\$10.00
	Hotel reservation only	\$4.00	\$10.00
	Rail ticket only	\$7.00	\$31.00
	Bus ticket only	N/A	N/A
	*Flat fee for booking any combination of airline, car rental, lodging, rail and bus ticket.	\$7.00	\$30.00 – 10+ Pax on same itinerary
	Group tickets: Per person flat fee for group tickets (a group is defined as 10 or more tickets issued for the same origin and destination and for the same travel dates).	\$7.00	\$29.00 – 10+ Pax on same itinerary
	Ticket Exchange Fee	\$7.00	\$31.00
Ticket Refund Fee	\$0.00	\$0.00	
<b>Miscellaneous/ Other</b>	Paper ticket-domestic or international		\$25.00
	Express paper ticket delivery fee		\$25.00
	Group and meeting planning fees		Per event
	After Hours Service (Per Call)		\$0.00
	Non-GDS Reservations		\$31.00



# Christopherson Business Travel– AIRFARE CONT...

- An account with Christopherson must be created by the traveler the first time Christopherson is used to make an airfare purchase. First time users must use this link to create a new profile: <https://legacy.Cbtravel.Com/business/profile/stateofla/>
- When creating an account, ensure university of New Orleans is selected under custom profile information (athletics for applicable staff). This is important.

Custom Profile Information

\* Department:

SUBMIT

Custom Profile Information

\* Department:

SUBMIT



# Christopherson Business Travel– AIRFARE CONT...

- Once an account is created, log into Christopherson's website, type in the departure and destination cities, and dates, on the main page.
- Select the cheapest flight that accommodates the traveler's agenda.
- After the flight is selected, the payment page will appear. The default payment is the CBA. If needed, the traveler's travel card information can be selected if it was entered on the traveler's profile page.
- Remember either the state travel card or CBA can be used as the form of payment, and a spend authorization has to be approved by all parties prior to payment.
- If the CBA is used, a travel card log does not need to be completed for the charge. If the state card is used (personal travel card), a log must be completed.
- Christopherson will normally allow UNO 12 – 24 hours to pay for the flight if the CBA is selected. If the payment is not made within the allocated time frame, the flight will be canceled. Please only book during normal UNO business hours.

# LODGING



- General Lodging Information: Lodging rates for the 48 contiguous states are based on the GSA lodging rates for the applicable location. The GSA lodging rates can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
- The State has contracted with HotelPlanner for hotel booking (use is not mandatory). Lodging rate, plus tax (other than Louisiana Sales Tax) and any mandatory surcharges are allowed.
- When traveling in-state on official state business and expenses are being charged to an employee's State Corporate Travel Card, State's LaCarte Card, or the agency's CBA account, it is the employee's responsibility to ensure state sales taxes are not charged.
- When two or more employees, on official state business, share a lodging room, the State will allow the actual cost of the room; subject to a maximum amount allowed for an individual traveler multiplied by the number of employees per room.
- Cancellations must be made within the allocated time period set by the hotel. Fees associated with cancellation are the responsibility of the cardholder.

# LODGING CONFERENCE RATE

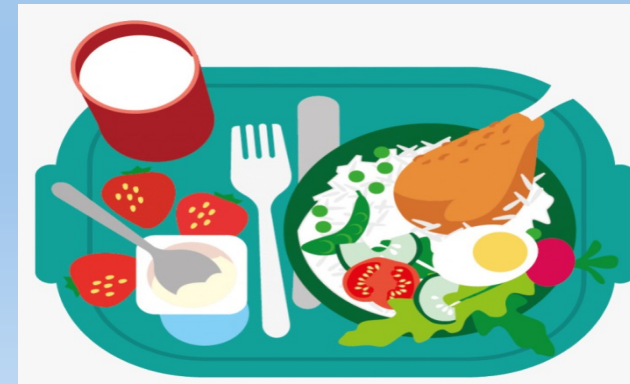
- Travelers may be allowed the conference lodging rates, plus tax (other than Louisiana Sales Tax) and any mandatory surcharge. Receipts are required along with documentation showing the actual conference rate.
- If a traveler stays at the conference hotel, ensure the actual conference rate is approved on the spend authorization. Verification is needed that the hotel is a conference hotel.

## CONFERENCE LODGING RATE

- Conference lodging rates should be within the published lodging rates for the conference location but cannot exceed 50% over the published rate without prior approval from the department head.
- A notation in the “Memo” field and supporting documentation that the current lodging rates exceed PPM-49’s rate must be included in the approved Workday spend authorization.

# MEALS AND INCIDENTALS

- Meal and incidental rates are based on the GSA meal rates for the 48 contiguous states. The GSA meal and incidental rates can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
- First & Last day of Travel – Amount received on the first and last day of travel equals 75% of total Meals and Incidentals
- Student group trips (including athletic travel) are eligible for the full M&IE rate on the first and last day of travel for the applicable travel location when travel begins prior to 8:00am and ends beyond 8:00pm.



# MOTOR VEHICLES

- **PERSONAL VEHICLE USAGE:** If a personal vehicle is used for UNO travel, a reimbursement at \$0.625 per mile , the 99 mile limitation has been removed but a state owned vehicle or state rented vehicle should be used prior to a personal vehicle when mileage exceeds 99 miles.
- **RENTAL VEHICLES:**
  - The form of payment for all rental vehicles must be the state travel card or CBA. Contact accounts payable for usage of the CBA.
  - The state office has contracted rates with Enterprise, National, or Hertz for in-state and out-of-state rentals. The traveler can choose either company.
  - The next slides review the contracted rates for in-state and out-of-state rentals.

# RENTAL VEHICLE RATES – ENTERPRISE

National			enterprise		
Vehicle Class	Daily Rate	Airport One-Way Daily Rates	Vehicle Class	Daily Rate	Airport One-Way Daily Rates
Economy	\$34.65	\$83.00	Economy	\$34.65	\$83.00
Compact	\$34.65	\$83.00	Compact	\$34.65	\$83.00
Intermediate	\$36.48	\$83.00	Intermediate	\$36.48	\$83.00
Standard	\$36.48	\$83.00	Standard	\$36.48	\$83.00
Full Size	\$39.37	\$83.00	Full Size	\$39.37	\$83.00
Premium	\$86.10	\$129.00	Premium	\$86.10	\$129.00
Minivan	\$68.25	\$145.00	Minivan	\$68.25	\$145.00
Midsize SUV	\$65.10	\$145.00	Midsize SUV	\$65.10	\$145.00
Standard SUV	\$65.10	\$145.00	Standard SUV	\$65.10	\$145.00
Full Size SUV	\$90.30	\$165.00	Full Size SUV	\$90.30	\$165.00
Premium SUV	\$90.30	\$165.00	Premium SUV	\$90.30	\$165.00
Small Pick-Up Truck	\$73.50	\$145.00	Small Pick-Up Truck	\$73.50	\$145.00
Large Pick-Up Truck	\$78.75	N/A	Large Pick-Up Truck	\$78.75	N/A
Cargo Van / HD Cargo Van	\$97.50	N/A	Cargo Van / HD Cargo Van	\$97.50	N/A
Intermediate Hybrid	\$51.45	\$129.00	HD XL/Mini Cargo Van	\$105.00	N/A
Full Size Hybrid	\$56.70	\$129.00	Intermediate Hybrid	\$51.45	\$129.00
Jeep/Crossover	\$68.25	N/A	Full Size Hybrid	\$56.70	\$129.00
Convertible	\$86.10	N/A	Jeep/Crossover	\$68.25	N/A
12 Passenger Van**	\$128.10	N/A	Convertible	\$86.10	N/A
			12 Passenger Van**	\$128.10	N/A
			15 Passenger Van**	\$147.00	N/A

- All rates include CDW/damage waiver & 1 million liability coverage insurance. Insurances and the fuel service option is not allowed.
- Only the cost of a compact or mid-size model is reimbursable unless granted special approval from department head, along with clarification on spend authorization.
- Uno is state sales tax exempt at all in-state enterprise sites. A tax exemption form must be submitted when renting the vehicle. Always check your receipt upon returning a vehicle to ensure the state sales tax is removed. You will be responsible for contacting enterprise to remove taxes if charged.
- In addition to the applicable base rental charges, rental location surcharges may be assessed.


# RENTAL VEHICLE RATES – HERTZ

Vehicle Type	Base Rates		
	Daily	Weekly	30 days
<b>Sedans</b>			
Compact (A, B)	\$31.00	\$155.00	\$620.00
Standard / Intermediate (C&D)	\$33.00	\$165.00	\$660.00
Full Size (F)	\$36.00	\$180.00	\$720.00
<b>Passenger Vans</b>			
Mini-Van (R)	\$54.00	\$270.00	\$1,080.00
12 Passenger Van(specialty) (M)	\$95.00	\$475.00	\$1,900.00
<b>SUV's</b>			
Sm. SUV (5 Passenger) (Q4, L)	\$54.75	\$273.75	\$1,095.00
Lg. SUV (7-8 Passenger) (L4, T)	\$84.50	\$422.50	\$1,690.00
<b>Pick-Ups / Cargo</b>			
Small Pick-Up (O6)	\$57.50	\$287.50	\$1,150.00
Large Pick-Up (S)	\$59.00	\$295.00	\$1,180.00
<b>Green Vehicles</b>			
Intermediate Hybrid (E6)	\$45.00	\$225.00	\$900.00
<b>Specialty</b>			
Premium (G)	\$60.00	\$300.00	\$1,200.00

- Only the cost of a compact or mid-size model is reimbursable unless granted special approval from department head, along with clarification on the spend authorization form.
- In addition to the applicable base rental charges, rental location surcharges may be assessed.



# EXPENSE REPORT IN WORKDAY

- 
- Travelers are eligible for reimbursement of their out-of-pocket travel expenses that are within PPM-49's guidelines.
  - To receive a reimbursement, an expense report must be completed in workdays 15 days after they return from travel.
  - The expense report is located in workday. Searching expense report should locate the form.
  - All expenses associated with the travel should be accounted for on the expense report. This includes travel card and CBA transactions. A traveler will not be reimbursed for expenses charged to the state card or CBA, but the entire travel has to be documented. Also, this is how travel card and CBA expenses post to the general ledger.
  - Receipts should be uploaded to the expense report and connected to the appropriate charges on the report.

# STATE LIABILITY TRAVEL CARD

- INDIVIDUAL LIABILITY PROGRAM ENDED: **DECEMBER 31, 2011**
- LIABILITY PROGRAM STARTED: **JANUARY 1, 2012**
- CARD WILL BE EMBOSSED WITH EMPLOYEE NAME, DEPARTMENT NAME AND ACCOUNT NUMBER
- NEW DESIGNATED NUMBER: 4715 2900



# ELIGIBILITY REQUIREMENTS

- INDIVIDUAL LIABILITY CORPORATE TRAVEL CARD ACCOUNT MUST BE:
  - PAID IN FULL
  - IN CURRENT STATUS
- INDIVIDUAL LIABILITY CORPORATE TRAVEL CARD ACCOUNT CANNOT BE:
  - DELINQUENT
  - REVOKED
- THESE RULES APPLY REGARDLESS IF THE ACCOUNT WAS WITH YOUR CURRENT AGENCY OR ANOTHER STATE AGENCY

# PROGRAM HIGHLIGHTS

- All transactions must be in accordance with PPM-49
- Card is issued to UNO employees only
- All transactions must have an itemized receipt
- SPL (single purchase limit) maximum is \$5,000 without prior approval from OST/OSP
- Monthly credit maximum is \$10,000 without prior approval from OST/OSP
- Travel card cycle starts on the 9<sup>th</sup> of the month and ends on 8<sup>th</sup> of month (example: January 9 – February 8)
- The statement payment is made within 25 days of the statement end date

# PROGRAM HIGHLIGHTS CONT...

- ALL TRAVEL DOUCMENTS MUST BE APPROVED AND SUBMITTED TO ACCOUNTS PAYABLE ONCE THE TRAVELER RETURNS FROM THEIR TRAVEL. UNO MUST HAVE ALL ITEMS AUDITED BY THE 16<sup>TH</sup> OF THE MONTH FOR THE PREVIOUS CYCLE (EX: MAY 9 – JUNE 8 CHARGES MUST BE REVIEWED AND AUDITED BY JUNE 16<sup>TH</sup>).
- THE PROGRAM IS STATE LIABILITY – BASED OFF STATE'S CREDIT AND WILL NOT AFFECT PERSONAL CREDIT



# SUPERVISOR – APPROVER

- All travel card charges must be approved by the cardholder's supervisor.
- The supervisor must be at least one level higher than the cardholder, and most familiar with the business of the cardholder. A cardholder is not eligible to receive a card if a supervisor does not participate
- A supervisor approves by signing a travel card log. If there is an issue with a charge, the approver should contact the cardholder to resolve.



# AGREEMENT FORMS / LEO

- All cardholders and their approver must complete and sign an agreement form annually. This form must be signed by hand by both the cardholder and approver.
- All cardholders and their approver pass an online certification annually. The course is on leo, the state's training website. A minimum score of 90 must be obtained.
- If an employee is a cardholder and approver, a form and certification for each role must be completed.
- Contact accounts payable for details on how to complete the course.



# SUPPORTING DOCUMENTATION

- All credit card transactions for each billing statement must be recorded by the cardholder and approved by the cardholder's approver on a travel card log.
- The travel card log is completed and signed by the cardholder. It is acceptable for the cardholder to complete one log or multiple logs per billing cycle as long as each transaction on the billing statement is documented on the log.
- Attached to the log are the corresponding original itemized receipts, a copy of the workday **SA**, and any supporting documentation that is required (i.e. Conference hotel verification, room list for group travel, etc.).
- The cardholder's approver approves the transaction(s) by signing the travel card log.







# SUPPORTING DOCUMENTATION CONT....

- The original travel card log that is signed by both the cardholder and approver, along with original receipts and all supporting documentation attached, must be submitted to ap by the 16<sup>th</sup> of the month after the billing cycle ends (i.e., For the May 9 – June 8 billing cycle, the documents are submitted to ap by June 16<sup>th</sup>).
- BOA mails the cardholder a billing statement listing all statement transactions made during the billing cycle. The statement is mailed to the cardholder's business address.
- The billing statement is signed by the cardholder and approver. The original signed statement is also submitted to ap.

# WORKS

- 
- Bank of America's online user website is WORKS
  - Once your card enrollment and agreement form is entered by the program administrator, the card holder will receive a welcome email from works
  - The welcome email is needed to establish an online account
  - If you do not receive the welcome email, contact the program administrator to resend
  - All card information and activity can be viewed on works

# WORKS – CONT...

- 
- Cardholders must submit their BOA credit card transactions in works by uploading receipts, along with the travel card log and any necessary supporting documentation for all transactions that appear on the billing statement. The attachment uploaded to works should be saved as one file.
  - After the cardholder submits a transaction in works, the cardholder's approver must review and approve the purchase in works.
  - All transactions must be submitted and approved within the billing statement period when applicable.



## ACCOUNTS PAYABLE DEPARTMENT

### POLICY ACKNOWLEDGEMENT

- ▶ The Cardholder/Approver acknowledges and accepts responsibility in accordance with UNO and the Office of State Travel Policies and Procedures of this program as outlined herein. A signed copy of this acknowledgement must be submitted to the Office of State Travel.

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Signature

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Print Name

Travel Card Training  
for FY 22-23

on

---

Date

# Key Contacts



State Travel Card Administrators:

Debby Charrier

504-280-5431

[dcharrie@uno.edu](mailto:dcharrie@uno.edu)

Gretchen Smith

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