

Travel – Visa Business Travel Card - General Policy

Effective: 01-Jul-09

Revised: 23-Mar-11

Purpose

This policy explains how the use of the Visa Business Travel Card will reduce the need for cash advances for travel, make payment of travel costs more convenient for travelers, and simplify accounting for travel reimbursements while providing more useful management reports.

Policy

- A. The State recommends that a Visa Business Travel Card be issued to state employees who travel at least three (3) or more times a year on state business. Cards that are not used within a 12 month period may be canceled. The employee is liable for paying the balance due each month.
- B. Visa Business Travel Cards are issued in the name of the employee. Employees should use the cards for payment of official state business travel expenses only. Hotels and rental cars must be charged on the Visa Business Travel Card. Whenever possible, additional business-related travel expenses such as meals, books, fees, and registrations should also be charged on the Visa Business Travel Card.
- C. **Employees may not use these cards for paying personal non-business expenses.** The State will withdraw the card privilege and will take appropriate disciplinary action against any employee who misuses the card.
- D. A monthly bill will be sent directly to the employee named on the card. The employee is responsible for requesting the travel reimbursement as soon as possible. The employee is also responsible for paying the total amount due each month.
- E. Billing Cycles
 1. *One Cycle Delinquent* – 30 days after the statement billing date
A notification letter is sent to the employee.
 2. *Two Cycles Delinquent* – 60 days after the statement billing date
A 30-day delinquent letter is mailed to the employee and the employee may be called regarding the delinquent account.
 3. *Three Cycles Delinquent* – 90 days after the statement billing date
A 60-day delinquent letter is mailed to the employee. The employee will begin receiving calls from the UMB Bank collection department. The State and the cardholder will be notified that all card privileges will be suspended or canceled.
 4. *Four Cycles Delinquent* – 120 days after the statement billing date
The card will be canceled.

- F. If an employee uses his card to pay official travel expenses, he also may pay the official expenses travel of another state employee. However, each employee must submit a reimbursement request for his/her own expenses.
- G. An employee may include the expenses of a non-state employee in cases where separation of the payment is difficult. For example, a non-state employee, staying in a double room with the employee, is not billed separately by the hotel. The state employee could use his card to pay the total bill. However, only the single rate is reimbursable to the employee.
- H. Employees should report immediately lost and stolen cards to the UMB Bank Customer Service Center at: 1-800-821-5184. Immediately after contacting UMB Bank, notify your department. UMB Bank will automatically forward a replacement card within 24 hours, and international delivery within 48 hours. The employee is not liable for any charges made on the card after he/she reports the card either lost or stolen.
- I. Upon termination or transfer, the employee must return the Visa Business Travel Card to the department. The department should destroy the card and contact Tami Nelson at taminelson@utah.gov or (801)-538-3109 or Kevin Lucus at klucus@utah.gov or (801-538-3357) to cancel the card. The card must be canceled within two (2) business days of the employee's termination date.

Procedures

Responsibility

Action

REQUESTING CARDS

Department

Determine which employees, if any, should be issued Visa Business Travel Cards. Obtain an application and travel cardholder agreement for each person from the State Travel Office. The Executive Director/Designee must sign the application as well as the applicant. Email both the completed application and the travel cardholder agreement to Tami Nelson at taminelson@utah.gov. They can also be faxed to (801)-538-3485 or mailed to:

State Travel Office
1170 State Office Building
Salt Lake City, UT 84114

State Travel Office

Review the applications for completeness. The State Travel Manager or designee should sign each application. Submit the applications to UMB Bank.

UMB Bank

Process the applications and send the cards to the employees.

CHARGES AND PAYMENTS

Employee

Employees must use the cards only for payment of official state business travel expenses. Hotels and rental cars must be charged on the Visa Business Travel Card. Whenever possible, additional business-related travel expenses such as meals, books, fees, and registrations should also be

charged on the Visa Business Travel Card. Obtain receipts for all charges. Prepare a Travel Reimbursement Request, form FI 51A; or Vendor Payment Voucher, form FI 50, as soon as possible. (This will provide adequate time to get the warrant processed and sent to the employee to pay the current month's bill.)

Reconcile the monthly Visa Business Travel Card billing with the actual charges incurred during travel. Pay the amount owing each month. (The employee is responsible for paying finance charges.)

LOST OR STOLEN CARDS

Employee

Immediately report the missing card to UMB Bank by calling their toll-free number: 1-800-821-5184. Immediately after contacting UMB Bank, notify your department. (If the card is lost or stolen while you are traveling and you require a new card, call the above toll-free number for assistance.)

Emergency replacement centers replace a card within 24 hours for domestic delivery and within 48 hours international delivery. The employee is not liable for any charges made on the card after he reports the card lost or stolen.

TRANSFERRING EMPLOYEES

Department

If the employee is transferring within a department and their Visa Business Travel Card will be reported under the same hierarchy number, there is no need to notify the Division of Finance or UMB Bank.

If the employee's Visa Business Travel Card **will not** be reported under the same department, contact the State Travel Manager, Tami Nelson, and provide the new department and hierarchy information.

TERMINATING EMPLOYEES

Employee

Upon termination, return the Visa Business Travel Card to your department.

Department

Destroy the Visa Business Travel Card and instruct the employee to pay any outstanding balance. Send either an e-mail to Tami Nelson at taminelson@utah.gov or a fax to (801-538-3485). List the following information:

- ◆ Employee's Name
- ◆ Employee's Account Number
- ◆ Date of Termination or Transfer
- ◆ Employee's Last Known Home Address
- ◆ Employee's Last Known Home Phone

Employee

Reconcile the final Visa Business Travel Card billing and make the final payment.

TERMINATION OF PRIVILEGE

Department Destroy the Visa Business Travel Card and instruct the employee to pay any outstanding balance. Send either an e-mail to Tami Nelson at taminelson@utah.gov or a fax to (801-538-3485). List the following information:

- ◆ Employee's Name
- ◆ Employee's Account Number
- ◆ Date of Termination or Transfer
- ◆ Employee's Last Known Home Address
- ◆ Employee's Last Known Home Phone

Employee Reconcile the final Visa Business Travel Card billing and make the final payment.

REPORTS

Department Review the monthly reports for employee compliance with this policy. This should include a review for any past due amounts or any charges for personal expenses.