UA Travel Card Frequently Asked Questions

1. **What are the approved uses for the UA Travel Card?**
   The UA Travel Card should be used for travel related expenditures incurred for the purposes of conducting university business. The UA Travel Card is not to be used for personal expenses. Typical purchases on the UA Travel Card would include:
   a. Airfare
   b. Lodging
   c. Car Rental, including related gasoline and other expenses
   d. Parking
   e. Ground Transportation (taxi, bus, train, other)
   f. Meals

2. **Who is eligible to hold a UA Travel Card**
   All employees who travel on university business or pay for university travel related expenses are eligible to use a UA Travel card.

3. **When can I start using my new UA Travel Card?**
   Travelers can start using the UA Travel Card once they start processing their travel through Concur, the new travel application.

4. **What is the difference between the current Individual Travel Card and the new UA Travel Card?**   The University will be directly paying for the new UA Travel Card expenses. The traveler will not receive a card statement or be responsible for paying the credit card vendor. The current individual travel card is the responsibility of the employee and the employee bears the burden of paying the credit card vendor in a timely manner, even if reimbursement has not yet been received.

5. **What is the difference between the current ProCard and the new UA Travel Card?**
   The current ProCard is for use in the purchase of goods and services. The ProCard is issued to an employee and/or setup as a department custodial card configuration and reconciled via a paper statement on a regular basis against the card charges found in Banner. The Concur automated travel system is paperless and allows for all travel related activities of the traveler to be connected for a smooth efficient, effective, and trackable experience for both the traveler and organization.

6. **When will the UA Travel Card expenses be charged to the department?**
   Travel costs will not be expensed to the traveler's department account(s) until the traveler's charges have been approved and allocated to their expense report through Concur and the travel expense report is finalized and submitted.

7. **What will happen to the current Department Travel Card and the Individual Travel Card?**
   These two travel cards will no longer be used after travelers are transferred over to the new Concur application. The new UA Travel Card will replace the previously used travel cards for Concur related

travel activities. If you currently use a department travel card or an individual travel card, your account(s) will not be closed until you have transitioned to the Concur process.

8. **How will the UA Travel Card impact the Traveler?**
The traveler will no longer carry the monetary burden of personally paying for travel expenses in advance since the University will pay the UA Travel Card.   Travelers will also enjoy a simple card reconciliation process, and use of mobile apps to scan receipts. As travelers use the program, there is less data entry required on the expense report (by the traveler and/or delegate) as many fields will be pre-populated with the credit card data. Reconciliation at the cardholder level will be less effort because all that will be needed is to assign the card transactions to the expense report. Overall, the traveler impact will be reduced significantly.

9. **Will Travel Coordinators/Delegates be affected?**
The Concur Application Suite (considered a One-Stop-Travel site) will assist Travel Coordinators in monitoring the status of Travel activity and supporting the traveler. Travel Coordinators/Delegates will still be able to assist travelers with submitting the travel request, making reservations and creating the expense report. Charges on the UA Travel Card will be reconciled by creating/submitting the expense report within Concur.

10. **How will the timeliness of expense report submissions be managed?**
Email reminders are configured in Concur to communicate with the traveler regarding outstanding (unassigned or un-submitted) charges. Reporting from Concur can also be used from an administrative aspect to identify the specific traveler(s) with outstanding charges for more targeted communications.

11. **Can alcohol be purchased with the UA Travel Card?**
Under the UA Travel Card program, the cardholder using the per-diem method is allowed to charge alcohol with meals without a need for a receipt. However, the card will not authorize alcohol purchase at a local liquor store. The UA Travel Card should not be used for personal entertainment purposes.

12. **How will misuse/fraud be monitored?**
Under a UA Travel Card program, the cardholder must account for every card charge (charges cannot be deleted) by assigning it to an expense report. The University can easily identify the status (unassigned/outstanding, submitted/in process or processed) and purpose of those charges within the Concur application and report on any card misuse