



**Effective:** December 1, 2022

**Last Revised:** November 18, 2022

**Responsible University Administrators:**  
*Vice President for Business and Finance*

**Responsible University Office:**  
*Procure to Pay (P2P)*

**Policy Contact:**  
*Carrie Stithem, Assistant Director Payment Services* [carrie.stithem@nebraska.edu](mailto:carrie.stithem@nebraska.edu)

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## Group Travel Card Utilization

To ensure the continued success of the TCard program and meet financial requirements, transaction audits will be conducted. Cardholders must provide all supporting documentation to the reconciler. The documentation is required for the verification of the transactions and for proper expense allocation of the purchases. Document retention must follow the University of Nebraska record retention policy. Card Sharing and personal use of the card is prohibited.

## Group Travel Card Holder Responsibilities

The TCard holder is responsible for knowing and applying all Policies and Procedures related to the TCard Program. The cardholder must:

- a. Complete an application for a TCard;
- b. Complete the University TCard policy training;
- c. Sign a TCard holder agreement;
- d. Ensure compliance with the TCard Policy and Procedures;
- e. Ensure purchases are only made for approved University-related Business Purposes. Report any misuse of the card to P2P;
- f. Ensure TCard will not be given to others to use. It is allowed for a card holder to make a purchase on behalf of another, but the cardholder should NEVER give their card to someone else to make a purchase.
- g. Ensure the physical security of the TCard;
- h. Ensure the TCard is not listed or used as a payment preference for personal on-line accounts (for example, Uber, Lyft, Hotels);
- i. Report any loss of the card or fraudulent charges immediately to the issuing bank (see contact information below) and to P2P;
- j. Provide all supporting documentation for the group travel transactions, prepare the Group Travel Card Expense Voucher and submit to P2P. It should be submitted no later than 10 business days after the final day of group travel. Confirm the following are documented on the Group Travel Card Expense Voucher:
  - i. Business purpose is stated for the expenses,
  - ii. List when and where expenses were incurred,
  - iii. List of their University affiliation
  - iv. Itemize the expenses,
  - v. Approval signatures
- k. Upon employment separation or change in department, return the TCard to the University and notify P2P of separation; and
- l. Address any questions regarding the use of the TCard with P2P.

## Financial Approver Responsibility

P2P personnel are responsible for pre-auditing and posting the transactions.

The reconciler is responsible for the following:

- a. Ensure each transaction complies with TCard policies and procedures;
- b. Review and reconcile all TCard holder transactions in a timely manner;
- c. Ensure proper documentation, including business purpose, is provided in support of all TCard transactions and the transactions are for appropriate University business use;
- d. Track disputed items to ensure resolution;
- e. Address questions regarding the use of the TCard to P2P.





## Appendix B

### Travel Card Exception Procedures

Travel card (TCard) holders seeking policy exceptions to use of the card for individual travel lodging may request exceptions via email to [pcard@nebraska.edu](mailto:pcard@nebraska.edu). Exceptions requests should include details regarding the Concur trip number, anticipated cost, business justification for the expense, and special circumstances that explain the need for the exception. The request should include the cost object that will fund the expense.

#### Process:

1. P2P will review request to validate all information is received
2. P2P will forward request for approval to campus for approval
3. Upon campus approval P2P will notify card holder of approval
4. Upon completion of travel card holder shall submit hotel receipt to P2P using the travel expense worksheet which references the Concur trip number.