ASU Travel Card standards of use

The ASU Travel Card is a university-liability U.S. Bank Visa credit card program used in conjunction with the My ASU TRIP travel system. The ASU Travel Card is used for travel-related services incurred while conducting official university business. ASU Travel Card expenses are directly paid by the university. Cardholders must allocate expenses to the appropriate university financial system account by submitting a travel expense report through My ASU TRIP no later than 30 days after the applicable trip end date.

ASU Travel Cards have chip and PIN technology, making them widely accepted during international travel, and a more secure payment method for both domestic and international travel expenses.

ASU Travel Card Program

The ASU Travel Card program assists faculty and staff traveling on behalf of the university by providing a method to pay ASU travel-related expenses, including airfare and lodging, with non-personal funds.

Chip and PIN technology

Chip and PIN technology is more secure than the current credit card magnetic strips. The term chip refers to a computer chip embedded in each card. PIN refers to the personal identification number the cardholder establishes and inputs in a terminal for each transaction. The PIN must be kept secure in the same manner a debit card PIN is kept confidential.

Use of the ASU Travel Card

ASU Travel Cards are used to pay university travel expenses associated with trips that include an overnight stay. Travel card expenses are for trips submitted through the My ASU TRIP travel system. Expenses for in-state travel without an overnight stay should not be put on an ASU Travel Card but should be processed through Accounts Payable. The cards will allow charges by travel-related merchants, including airlines, transportation companies, hotels, conferences registration fees and restaurants. Alcoholic beverages are not allowed on the ASU Travel Card. If alcoholic beverages are included on a meal check being paid with an ASU Travel Card, the alcohol must be paid with a personal credit card, cash, etc. Cardholders are responsible for ensuring expenses are appropriate, supported by a business reason and are allocated to the proper university accounts by submitting a travel expense report within 30 days of the trip end date. All ASU Travel Card expenses must comply with applicable university policies and processes.

Compliance with travel policies and processes includes, but is not limited to:

- Compliance with ASU lodging and daily meal rates.
- Conformity with the Fly America Act, if airfare is paid with federal funds.
- No alcoholic beverages or other prohibited transactions.
- No unallowable expense per cognizant granting agency may be allocated to sponsored accounts.
- Pre-authorization of trips through the My ASU TRIP travel system.
- Purchase of the lowest economy or coach class airfare that meets the traveler’s travel needs. If an exception to purchasing the lowest priced airfare is needed, the traveler must
comply with My ASU TRIP processes regarding booking higher priced airfare.

- Receipts or additional support must be provided if required or requested.
- Submission of travel expense reports within 30 days of trip end date.

Use of the ASU Travel Card for personal expenses is not allowed. Should incidental personal expenses be inadvertently charged to the ASU Travel Card, the cardholder is responsible for ensuring the university is repaid in a timely manner. Submitting the appropriate expense report within 30 days of the trip end date will constitute compliance with this policy if any monies owed to ASU are repaid. If the monies are not repaid, ASU will payroll deduct the outstanding amount per the authorization given ASU by the cardholder accepting the ASU Travel Card application terms.

Cardholders who do not comply with university policies and processes may have their cardholder privileges revoked.

Expenses prohibited on the ASU Travel Card include:

- Expenses outlined in the ASU Purchasing Card policies with the exception of bottled water for personal consumption while in an overnight travel status, food expenses incurred while in overnight travel status and hotel and lodging expenses while in travel status.
- Expenses incurred on behalf of others not on ASU-approved travel business.
- Expenses not directly related to travel activities incurred on behalf of the university.
- Fines, penalties or late fees - even if incurred while in ASU travel status.
- First class or business class airfare, unless appropriate pre-approval has been received.
- Gasoline or other car maintenance expenses related to use of a personal vehicle.
- Meals or other food or drink expenses for a one-day trip when an overnight stay is not involved. Expenses for in-state travel without an overnight stay should be reimbursed through Accounts Payable.
- Membership in travel-related clubs, including airline, hotel or rental car association or clubs.

Eligibility

Only current ASU faculty and staff in an active pay status are eligible to apply for and use an ASU Travel Card. Participation in the ASU Travel Card program is determined by ASU departments based on business need, with final approval by ASU Financial Services. An ASU Travel Card will not be issued without the approval of the departmental travel approved based on the primary travel account on the application and the Dean/VP, based on HR department.

Each card holder must complete the ASU Travel Card application and include:

- Acceptance of all ASU Travel Card agreement terms.
- Acknowledgement that ASU’s Commitment to Ethics has been reviewed.
- Acknowledgement that the ASU Travel Card standards of use have been reviewed.
- The assignment of a primary travel account.
- The selection of a monthly cumulative transaction limit.

Primary Travel Account

The primary travel account assigned in the application will determine the appropriate ASU cost center manager eligible to approve the application.

All charges will post to the traveler’s list of available expenses in My ASU TRIP. The charges will be allocated by the traveler or their delegate to appropriate financial system account when the My ASU TRIP expense report is prepared.
Monthly card limit

The maximum monthly card limit is established at the time of the application. If a change is needed, submit a new application and mark the box Check to Revise Existing Card Amount. All approvals required on the original application are needed for a change to the monthly card limit.

Card delivery

Once the application is approved by ASU FS, the application will be submitted to the bank for processing. Cards are typically mailed to the mailing address provided on the application. The back of the card should be signed upon receipt. The normal processing time is five to seven days after the application is approved by ASU FS.

Card activation

Activate the ASU Travel Card by calling the bank at the phone number on the sticker located on the front of the card. Provide the requested information. If you have any questions, contact the ASU Travel Service Center or call 480-965-3111.

Securing the ASU Travel Card

Keep the ASU Travel Card in a safe and secure place. Follow the same safeguards used for personal credit cards. Do not send account numbers in email or fax.

Card period

ASU Travel Cards are valid for three years from the date of issue if the faculty or staff member is in an active pay status in ASU's PeopleSoft HRMS system and is in good standing with ASU FS regarding use of their card. Release from employment, or any other action that results in a non-active pay status results in the termination of the card before the expiration date.

Cancellation by cardholder

Contact the ASU Travel Service Center to cancel your ASU Travel Card. Once cancelled, destroy your card and ensure the card number is no longer visible.

Temporary suspension of ASU Travel Card

Reasons an ASU Travel Card may be suspended include:
- Cardholder is on extended leave, including parental leave, FMLA or sabbatical.
- Cardholder requests the card’s suspension between trips.
- Possible misuse of the travel card has been reported.
- Request has been made by the cardholder’s home department.
- Travel expense reports for prior trips have not been submitted within 30 days of the trip end date.

Card cancellation by ASU
The cardholder must be active in ASU PeopleSoft HRMS and use the card in compliance with ASU policies and processes to retain the right to use an ASU Travel Card. The department should ask the cardholder to return the card before his or her last physical day at work, and shred or destroy the card. Do not send the intact card back to ASU FS. If personal expenses have been incurred and have not been repaid to ASU, the employee’s final paycheck may be adjusted accordingly.

Outstanding ASU Travel Card expenses not related to ASU business travel are subject to the university’s collection policies, including the use of external collection agencies.

**Declined transactions**

Typical reasons for a transaction to be declined include:

- Card use for a category of expense not authorized for use by the ASU Travel Card.
- Cardholder did not input the correct PIN.
- Cardholder’s monthly spending limited has been exceeded.

The bank can provide clarification on why the card was rejected. Review the back of the ASU Travel Card for the customer service contact information.

**Disputed charges**

Cardholders are responsible for promptly disputing any charge that is suspected to be an error or fraudulent. These charges must be officially disputed with the bank within 60 days of the transaction date. The fraudulent activity may be the cardholder’s personal responsibility if this policy is not followed. Contact the bank or the ASU Travel Service Center for assistance.

**Questions**

Contact the [ASU Travel Service Center](#) or call 480-965-3111. Review the [My ASU TRIP webpage](#) for information on ASU’s travel system.