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 ASU’s My ASU TRIP (1) 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 Advantage (2) account by submitting a travel expense report through My ASU TRIP no later than 30 days after the applicable trip end date. (3)

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

Notes:
(1) My ASU TRIP is a new travel management system to be implemented at all ASU locations beginning in late spring 2015. My ASU TRIP will primarily be used for out-of-state and international trip requests, booking of airfare and other travel related expenses associated with the trip request, and submitting a travel expense report after the trip has been completed. The ASU Travel Card is to be used in conjunction with My ASU TRIP.

(2) Advantage is ASU’s financial system. All accounting transactions, including those for Thunderbird, will integrate into Advantage.

(3) Concur is the current travel and expense report system used by ASU faculty and staff at the Thunderbird location. Omega Travel is the current Thunderbird travel management company. Both Concur and Omega Travel will remain in place at Thunderbird for an interim period. ASU will issue ASU Travel Cards to ASU faculty/staff located at Thunderbird to assist with travel. These cards will initially be established outside of My ASU TRIP and the travel card transactions will not integrate into Thunderbird’s Concur system. The travel card transactions will post to Thunderbird accounts in Advantage using information obtained from Thunderbird’s current travel request and Concur expense reports processes.
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. The ASU Travel Card will also accommodate a faster, more streamlined expense reporting process when ASU’s new travel system, My ASU TRIP, is implemented in spring 2015.

For an interim period beginning in January 2015, ASU faculty and staff located at the Thunderbird location will be issued ASU Travel Cards outside of the My ASU TRIP system. All ASU travel policies must be followed. Expenses incurred on the travel cards will be expensed to Thunderbird accounts residing in ASU’s financial system based on information from the current Thunderbird travel request process and expense reports filed in Thunderbird’s Concur system. At a date to be determined, it is anticipated the ASU Travel Cards issued to ASU faculty and staff at Thunderbird will be integrated into ASU’s My ASU TRIP travel system and the processes being followed by faculty and staff at Thunderbird will be replaced with the My ASU TRIP processes.

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. Chip and PIN technology has been widely used in Europe for several years and its use is growing in the United States.

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, the following:

- Pre-authorization of trips through the My ASU TRIP travel system or Thunderbird travel request process
- 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 or Thunderbird processes regarding booking higher priced airfare.
- Compliance with ASU lodging and daily meal rates, as applicable
- No alcoholic beverages or other prohibited transactions, as noted below
- Submission of travel expense reports within 30 days of trip end date
- Conformity with the Fly America Act, if airfare is paid with federal funds
- No unallowable expenses per cognizant granting agency may be allocated to sponsored accounts
- Receipts or additional support must be provided, if required or requested

Use of the ASU Travel Card for personal expenses is not allowable. 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, as well as these Standards of Use, may have their cardholder privileges revoked.

Expenses prohibited on the ASU Travel Card include the following:

- Expenses not directly related to travel activities incurred on behalf of the university
- 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.
- All prohibited expenses outlined in the ASU Purchasing Card policies, with the exception of cash advances while in travel status (pre-approval is required from Financial Services to enable this functionality on the ASU Travel Card), bottled water for personal consumption while in overnight travel status, food expenses incurred while in overnight travel status and hotel and lodging expenses while in travel status
- First class or business class airfare, unless appropriate pre-approval has been received
- Membership in travel-related clubs, including airline, hotel or rental car associations or clubs
- Expenses incurred on behalf of others not on ASU-approved travel business
- Fines, penalties or late fees, even if incurred while in ASU travel status

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 Financial Services. An ASU Travel Card will not be issued without the approval of the departmental account signer, based on the primary travel account on the application, and the Dean/VP, based on HR department.

Each cardholder must complete the ASU Travel Card application, including the following:

- An acknowledgement that ASU Travel Card Standards of Use have been reviewed
- An acknowledgement that ASU’s Commitment to Ethics has been reviewed
- The assignment of a primary travel account
- The selection of a monthly cumulative transaction limit
- Acceptance of all ASU Travel Card agreement terms
Primary Travel Account
The primary travel account assigned in the application will determine the appropriate ASU Advantage account signers eligible to approve the application. Thunderbird staff must enter the appropriate Thunderbird account so a crosswalk can be made to the appropriate ASU Advantage account.

If an ASU Travel Card is used at Thunderbird before My ASU TRIP is implemented, expense reports must be filed using Thunderbird’s current Concur expense report process. Please note the ASU Travel Card will not integrate directly into Thunderbird’s Concur system, but a file from U.S. Bank will be used to allocate travel card expenses into ASU’s financial system based on the Thunderbird travel request and Concur expense report processes.

When My ASU TRIP is implemented at all ASU locations, including Thunderbird, 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 his or her delegate to the appropriate Advantage account when the My ASU TRIP expense report is prepared.

Monthly Card Limit
The maximum monthly card limit is established at the time of application. If a change needed, please submit a new application to myasutrip@asu.edu and mark the box ‘Check to Revise Existing Card Amount’ box. 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 Financial Services, the application will be submitted to U.S. Bank for processing. Cards will typically be mailed to applicants by U.S. Bank based on the mailing address in the application. The back of the card should be signed upon receipt. The normal processing time is 14-21 days after the application is approved by Financial Services.

Card Activation
Activate the ASU Travel Card by calling U.S. Bank at the phone number on the sticker on the front of the card and providing the requested information. If you have any questions, please contact the ASU Travel Service Center at 480.965.3111 or myasutrip@asu.edu. Do not send the ASU Travel Card account number in an email.

Securing the Travel Card.
Travel cards must be kept in a safe and secure place, following the same safeguards used for personal credit cards. Account numbers should not be sent in emails or faxes. Contact the ASU Travel Service Center at 480.965.3111 or myasu.edu@asu.edu if you have any questions.

Card Period
ASU Travel Cards are valid for 3 years from the date of issue, as shown by the expiration date on the front of the card, if the faculty or staff member is in active pay status in ASU’s PeopleSoft HRMS system and is in good standing with Financial Services regarding use of their card. Termination, release from duty, or any other action resulting in a non-active pay status will result in the termination of the card before the expiration date.
Card Cancellation by Cardholder
Please contact the ASU Travel Service Center at myasutrip@asu.edu to cancel your travel card. Upon cancellation, please destroy your card, ensuring that the card number is no longer visible.

Temporary Suspension of the Travel Card by ASU
Reasons a travel card may be suspended include, but are not limited to, the following:

- The cardholder requests the card’s suspension between trips.
- A request has been made by the cardholder’s home department.
- The cardholder is on extended leave, including parental leave, FMLA or sabbatical.
- Travel expense reports for prior trips have not been submitted within 30 days of the trip end date.
- Possible misuse of the travel card has been reported.

If reactivated, the same card number will be used by the traveler.

Card Cancellation by ASU
The cardholder must be active in 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 otherwise completely destroy and dispose of the card. (Do not send the intact card back to Financial Services through campus mail.) 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 the following:

- The cardholder did not input the correct PIN.
- The cardholder’s monthly spending limit has been exceeded.
- The card is being used for a category of expense not authorized for use by the ASU Travel Card.

U.S. Bank Customer Service, listed on the back of the card, can provide clarification on why the card was rejected. The ASU Travel Service Center may also be contacted at 480.965.3111 or myasutrip@asu.edu for assistance.

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 U.S. Bank within 60 days of the transaction date. The fraudulent activity may be the cardholder’s personal responsibility if this policy is not followed. Please contact U.S. Bank or the ASU Travel Service Center for assistance with this process.

Questions?
Contact the ASU Travel Service Center at 480.965.3111 or myasutrip@asu.edu. Please see the My ASU TRIP website at https://cfo.asu.edu/fs-travel-my-asu-trip for information on ASU’s new travel system, which will be implemented in late spring 2015.