TRAVEL & ENTERTAINMENT

US BANK VISA CARD PROGRAM

AUGUST 2015
ACCOUNTS PAYABLE/TRAVEL & ENTERTAINMENT
What is the Travel & Entertainment Card?

- A university-sponsored Visa card issued to UC Davis employees who travel or entertain on behalf of the university
- Commonly known as the “T&E Card”
- Program has been in place for over 10 years
- Is used by thousands of employees at all the UC campuses
- UC Davis has approximately 3700+ active cardholders, so you are in good company
Benefits of the T&E Card

- The T&E Card reduces:
  - The administrative costs for UC Davis
  - The need for employees to spend their own out of pocket money

- The T&E Card provides:
  - A source of credit to university employees
  - A convenient way to attain a cash advance
  - Additional Chip and Pin security features

- The T&E Card streamlines:
  - Pre-trip vendor payments
  - Reconciliation of expense reports
  - Tracking of business expenses
Applying for the T&E Card

- The card is based on UC employment status
  - Only employees or contract/limited staff are allowed to apply

- Your personal credit history should not affect your application

Get started now! Complete the application located on the Travel and Entertainment website:

Individual Liability or Corporate Liability?

- Actually, neither. The T&E Card is considered a Contingent Liability card.

- The University is responsible for approved expenses on the card. But the cardholder is responsible for personal expenses or other charges not authorized by UC policy.

- The card is not paid until an expense report is fully approved – so the cardholder is responsible for ensuring they receive approval for their expenses in a timely manner.

- Personal credit may be affected if the account is past due for 180 days with no payment
  - US Bank and UCD Travel & Entertainment may contact the cardholder when an account is past due.
US Bank Website

https://access.usbank.com

- The cardholder is responsible for reviewing their monthly statement
  - Statements are mailed to your permanent residence, but are also available online

- Online tools are available to:
  - View daily account activity
  - Run reports in Excel, PDF or HTML
  - Print statements anytime
  - Dispute any transactions on-line, in real time
Paying Personal Expenses Directly to US Bank

- Policy prohibits the use of the card for personal expenses. If a personal expense should occur, the cardholder must pay US Bank directly:
  - Make checks payable to: US Bank
  - Include your account number on the check
  - Mail payments to: CORPORATE PAYMENT SYSTEMS
    P.O. BOX 790428
    ST. LOUIS, MO 63179-0428

- Personal or Non-Reimbursable transactions must be added to an expense report to clear the imported transactions in MyTravel
Marking Expenses as Personal

Expense Type: Conference/Registration Fees
Date of Expense: 8/7/2015
Business Purpose: none - personal
Vendor Paid for Service: CONCENTRA CONFERENCE MANA
Location of Expense: 303-254-6600
Currency: US, Dollar
Payment Type: Corporate Card
Amount in USD: 475.00

☑️ Personal or Non-Reimbursable Expense
Accounts:

Assign Accounts

Comment:

Number of Entry Comments: 0

Cancel | Save & Go to Imported Expenses | Itemize (optional)
Imported T&E Card Expenses

- Charges import into MyTravel and are available to assign to a report
  - Charges import nightly; however, they won't import until the vendor submits the transaction to US Bank
  - This could take 2-5 days after the transaction occurs

- Replacement T&E Card expenses will not import into MyTravel until the replacement card is added by the Travel Help Desk
  - If you are issued a replacement card, please provide the Travel Help Desk with the cardholder's name and the last four digits of the replacement US Bank Visa
Viewing Imported Expenses

- **Unreconciled Imported Transactions (332) Report in Decision Support**
  - Displays imported transactions that are either not assigned to a report or are assigned to an unapproved report
  - Can be searched by department or Traveler

- **Outstanding Travel Cash Advance (331) Report in Decision Support**
  - Displays cash advances that are either not assigned to a report or are assigned to an unapproved report

- **MyTravel → Imported Expenses**
  - Displays all MyTravel imported transactions which have not yet been attached to a report
How to Reconcile T&E Card Expenses

- **MyTravel → Corporate Card Pre-Payment Report**
  - Useful for paying the T&E Card in advance of the trip or event
  - Use this type of report if the trip or event is more than two weeks from transaction date

- **MyTravel → Travel and/or Entertainment**
  - Use these report types if reconciling after the trip or event has occurred
  - Be sure to include personal/non-reimbursable expenses to clear the imported charges, if any occurred (remember to pay US Bank yourself)
# MyTravel List of Imported Expenses

This page lists all available imported expenses. Narrow your list to view transactions for a specific card by selecting from the Unassigned Imported Expenses Category list. To add a transaction to this report, select the check box for the appropriate expense, and then click Add to Report. Click Create a New Expense Report if you want to add transactions to a new report.

## Unassigned Imported Expenses Category

<table>
<thead>
<tr>
<th>Select All</th>
<th>Action</th>
<th>Date</th>
<th>Import Type</th>
<th>Expense Type</th>
<th>Vendor</th>
<th>Location</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>8/13/2015</td>
<td>Corporate Card - 6834</td>
<td>Lodging</td>
<td>HILTON HOTEL ADV DEP</td>
<td>AUSTIN TX</td>
<td>228.85 USD</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8/7/2015</td>
<td>Corporate Card - 6834</td>
<td>Undefined</td>
<td>CONCENTRA CONFERENCE MANA</td>
<td>303-254-6600 CO</td>
<td>475.00 USD</td>
</tr>
</tbody>
</table>

Rows found: 2

Create a New Expense Report

<table>
<thead>
<tr>
<th>Date</th>
<th>Expense Type</th>
<th>Vendor</th>
<th>Location</th>
<th>Payment Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/7/2015</td>
<td>Telephone</td>
<td></td>
<td>Las Vegas, Nevada</td>
<td>Out of Pocket</td>
<td>10.00 USD</td>
</tr>
</tbody>
</table>
How and When UC Davis Pays US Bank

- When the MyTravel expense report is fully approved, UCD will pay US Bank for reimbursable expenditures
  - Payment is made via ACH (electronic payment) each night as soon as the expense report is fully approved
  - It may take 2-3 days before the payment posts to the cardholders account
  - Every effort is made to ensure reports are approved before the statement closing dates

- Any payments that are remaining, such as personal expenses or late fees, are the responsibility of the cardholder
When to Contact the Travel Help Desk

- If you have questions about the application, cash advances, or the reimbursement process
- If your business travel expenses, or cash advance needs, are greater than the standard T&E Card limits
- If you are traveling outside of the country
- If you need to cancel a T&E Card
- If you are reissued a new card from US Bank

Contact the Travel Help Desk:
travelhelp@ucdavis.edu
- or -
(530) 757-8888