

POLICIES

Issued: 08/21/2020

Responsible Executive Vice President and Chief Operating and
Official: Financial Officer

Responsible Procurement and Contract Services
Office:

Policy Statement

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This policy is to expressly provide for the parameters of Travel Card usage, and to promote compliance with University policies and guidelines which apply to all travel of employees in the performance of their official duties and University sponsored activities.

Travelers must exercise prudent judgment when expending funds and should travel on University business in a cost-efficient manner. University officials authorized to approve travel card purchases must exercise prudent judgment when determining if an expenditure is appropriate for business purposes.

All University travel card purchases shall be in compliance with this policy, [BF4001 - University Travel](#), and all applicable laws.

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Definitions

Travel Card

A declining balance credit card issued by a bank under contract with the University that works similarly to a personal debit card, except the charges are billed directly to the University. The Travel Card depicts the cardholder's name and "University of Memphis."

Authorization of Travel

The authority to approve travel is delineated in University Policy BF4001, University Travel. All travel requests must be submitted in advance and approved by the appropriate approving authority of the department paying for the travel.

General Travel Card Policies

Travel Cards are to be used only for authorized official University business. Employee participation in a Travel Card program is considered a privilege and may be revoked at any time for abuse, inappropriate/fraudulent use, or for program mismanagement.

Travel shall be in compliance with all applicable federal and state requirements and University policies and guidelines.

Authorized Charges

A complete record shall be maintained in the system of record for each card transaction in order to provide a clear audit trail. Includes hotel, airfare and fees, conference registration, parking, transportation, student group meals, business related meals, and other reasonable expenses one would incur during the course of travel. Excludes individual meals & incidentals.

Procedures

This policy applies to the travel of all employees of the University of Memphis in the performance of their official duties and university sponsored activities. Provisions of this policy also may apply to students and individuals other than employees who are authorized to travel at university expense.

Travelers must exercise prudent judgment when expending funds and should travel on University business in a cost-efficient manner. University officials authorized to approve travel card purchases must exercise prudent judgment when determining if an expenditure is appropriate for business purposes.

Travel expenses incurred that are not properly authorized are the personal responsibility of the traveler.

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Links
