



## DEPARTMENT TRAVEL CARD PROGRAM

Travel Services provides University liability Department Travel Cards to qualifying departments for non-employee travel. Non-employee travel can include: faculty/staff searches, graduate student recruiting, student groups, guest speakers, visiting lecturers, and non-employee collaborators. These cards may be used as payment for airline and Amtrak tickets, hotels/lodging, meals, travel agency fees, conference registration fees, ground transportation, fuel, and other travel-related business expenses, such as for off site events.

### I. Overview

- a) Department Travel Cards are University liability accounts, not individual liability.
- b) Department Travel Cards may be used for non-employee travel only, with the exception of faculty or staff traveling with a group of students/non-employees. In this instance, employee travel may be included with the group travel.
- c) Account numbers for Department Travel Cards should not be given to guests of the university. Account numbers must be in the control of the responsible person. The *Department Travel Card Sign Out Receipt* must be completed when authorizing departmental staff to use the card.
- d) Purchases made on the Department Travel Card are subject to review by the UMass Corporate Card Program Administrator. Misuse may result in loss of privileges or other sanctions.
- e) The University's Guidelines for Honoraria and Reimbursements for Foreign Visitors must be followed when using a Department Travel Card to purchase travel for non U.S. citizens.
- f) Rental cars for guests of the University may not be paid for with this card. However, this card may be used to pay for rental cars that will be driven by an employee or student. When University employees/students rent vehicles for University business, they must include "University of Massachusetts" next to their names on car rental contracts. This helps to ensure that the University's Hired and Non-Owned Excess Liability Policy will provide excess liability coverage, if warranted.
- g) Responsible persons will be required to sign a Memo of Understanding (MOU) regarding the Department Travel Card terms and responsibilities.

### II. Department Travel Card or ProCard?

Department Travel Card	ProCard
<ul style="list-style-type: none"> <li>• Can pay w/ multiple speed types/dept IDs/funds</li> </ul>	<ul style="list-style-type: none"> <li>• Defaults to one pre-determined speed type/dept ID/fund</li> </ul>
<ul style="list-style-type: none"> <li>• Not automatically paid-Responsible Person controls payments after reviewing invoice.</li> </ul>	<ul style="list-style-type: none"> <li>• Invoices are automatically paid unless Responsible Person intervenes</li> </ul>
<ul style="list-style-type: none"> <li>• Merchant Category Codes (MCCs) are expansive</li> </ul>	<ul style="list-style-type: none"> <li>• MCCs are restricted.</li> </ul>

### III. Payment Process

- a) Statements will be sent directly to the Responsible Person for each Department Travel Card account.
- b) Payments are due in 30 days by the 21st of the next month.
- c) Payments must be made using the Department Card Voucher NOT the TRIP Form used for payment for individual corporate travel cards.

#### IV. Department Card Voucher

Blank Department Card Vouchers are available on the Travel Services website at [www.umass.edu/travel](http://www.umass.edu/travel). Instructions to complete the voucher: Each field can contain a maximum number of characters as indicated in the parenthesis.

VENDOR NUMBER (10) - DCCxxxxxxx (for vendor number, contact Angela Kapinos at 545-4710)  
NAME ON CARD (20) - name as it appears on the card, not the responsible person's name  
INVOICE DATE (8) - date on the merchant receipt or statement transaction date  
SPEED CHART (6) - speed type number  
LAST 4 DIGITS CC/STMT DATE - last 4 digits of account number/date of statement  
INVOICE DESCRIPTION (30) - name of merchant on receipt  
VISA AMOUNT - amount on receipt  
ACCOUNT (6) - the accounting code for the type of expense  
FUND (5) - fund number for payment  
DEPT ID (10) – departmental ID #  
PR/GRT (15) - project or grant number (not all departments required to use this field)  
PRG (3) - program code  
CLASS (5) - (not all departments required to use this field)

Attach original statement, online version of statement, or the transaction activity list (available online) to the Department Card Voucher along with receipts for all charges and send to:

**Department Card Voucher**  
**Attention: Amy Mathieu**  
**Accounts Payable**  
**405 Goodell Building**

For assistance completing the form, contact Amy Mathieu, 545-3341, [amathieu@admin.umass.edu](mailto:amathieu@admin.umass.edu) or Jayne Krause, 545-1424, [jayne@admin.umass.edu](mailto:jayne@admin.umass.edu).

#### V. PeopleSoft Query

Information regarding the timing and processing of Department Card Vouchers can be obtained in this PeopleSoft Finance Reporting query: **AP\_AMH\_EMPL\_REIMB\_BY\_VNDR\_ID.**

**Acctg date from:**  
**Acctg date to:**  
**Employee ID: (DCCxxxxxxx)**

Vouchers are identified in the query by Invoice #, equivalent to the LAST 4 DIGITS CC/STMT DATE on the voucher. Vouchers with no reference #s are queued for payment in the next EFT. Vouchers with reference #s have been paid. Payments are processed on Wednesdays and post to cardholders accounts on Fridays.

#### VI. General Information

- a) **Activating the card:** Call 1-800-344-5696 to activate a new travel card. You will be prompted twice for a social security number: Do nothing. After a brief pause, a customer service representative will assist you. There is no social security number associated with this card as it is a department card. Instead, you will be asked to provide the phone number and zip code for the Responsible Person associated with the account.
- b) **Signature:** Sign the back of the card in the authorized signature line with "**Request I.D.**" Doing so enables more than one person in the department to use the card. Use the *Department Travel Card Sign Out Receipt* when you authorize departmental personnel to use the card. For audit purposes, this will enable you to ascertain who made charges to the account and outlines the responsibilities for using the card.
- c) **Disputed charges:** If unauthorized or disputed charges and billing errors appear on a monthly statement, avoid late fees by following this two-part process: 1) call the merchant to see if they will agree to correct the billing error; 2) call U.S. Bank Customer Service at 1-800-344-5696 to dispute the charge. To avoid late fees, erroneous charges must be disputed within 60 days of the posting date.
- d) **Entering credit card data for travel ordered online:** To complete credit card payment information fields online: In the "name" field, enter the department name as it appears on the card, not the Responsible Person's name. In the "address line 1" field, enter the room # and building. In the "address line 2" field, enter the street address.
- e) **Credit card data security:** When referring to the account in writing, use the name on the card and the last four digits of the credit card account number only. Do not use the full 16-digit account number. When disposing of paperwork which contains the 16-digit account number, shred all documents. Department files with copies of the original statement containing the 16-digit account number must be kept in a locked file.