Savannah State University

TRAVEL CARD POLICY FOR EMPLOYEES

A UNIT OF THE UNIVERSITY SYSTEM OF GEORGIA
TABLE OF CONTENTS

Travel Card Policy Purpose and Enforcement ................................................................. 1
Card Issuance and @Work Setup .................................................................................. 1
Lodging ............................................................................................................................ 2
Rental Car ....................................................................................................................... 3
Other Transportation ..................................................................................................... 3
Meals and Entertainment ............................................................................................... 4
Payment Methods .......................................................................................................... 4
Personal Use of Corporate Card .................................................................................. 4
Misuse of Corporate Card .............................................................................................. 5
Corporate Card Billing and Payment Responsibility .................................................. 5
Reporting Lost/Stolen Cards ......................................................................................... 5
Cancellation Procedure ................................................................................................. 5
Card Statement Reporting ............................................................................................ 6
Card Program Management/Audit ............................................................................... 6
Travel Card Policy Purpose and Enforcement

The travel card program is provided as an alternative to cash advances for travel and to employee’s use of his or her personal funds to cover the cost of authorized University travel. Use of the card does not create financial responsibility for the State of Georgia or Savannah State University.

We have developed a travel card policy to provide SAVANNAH STATE UNIVERSITY business travelers with a reasonable level of service and comfort at the lowest possible cost, and to maximize our ability to negotiate discounted rates with preferred suppliers in order to reduce travel expenses.

The purpose of this document is to ensure that employees have a clear understanding of the policies and procedures for business travel and entertainment expenses incurred on SAVANNAH STATE UNIVERSITY’S behalf:

• SAVANNAH STATE UNIVERSITY will reimburse employees for all reasonable and necessary expenses while traveling on authorized company based on Statewide Travel Regulations, USG Policy, USG Business Procedures, and other governing entities and policies.
• SAVANNAH STATE UNIVERSITY assumes no obligation to reimburse employees for expenses that are NOT in compliance with this policy.
• Travelers who do not comply with this travel policy to include this corporate travel card policy may be subject to delay or withholding of reimbursement and may be subject to disciplinary action.
• This travel card / card policy is subordinate to the University’s Travel Policy and Guidelines. All processes related to travel MUST be adhered to first and foremost.

Any questions, concerns or suggestions regarding this travel policy may be directed to:
Card Program Administrator
Business & Financial Affairs
912-358-4052
travelcard@savannahstate.edu

Card Issuance and @Work Setup

Corporate Card Distribution

All full-time, leave accruing employees who travel at least twice per year may request to receive a corporate travel card. Applications for the issuance of a corporate charge/corporate credit card must be approved immediate supervisor and card program administrator

Employees should submit a completed application and traveler profile form to BUSINESS & FINANCIAL AFFAIRS, TRAVEL CARD PROGRAM administrator to the address below:

University Travel Card Program
Business & Financial Affairs
Box 20419

Once the employee has been approved to apply for an American Express State Travel Card, the Travel Card Administrator will provide to the applicant by email an access key and an internet link to apply for the card. Once the application is approved the Travel Card Administrator will meet with the applicant to discuss the Travel Card Policy and to complete a Travel Cardholder Agreement. All processed cards will be received by the Program administrator and distributed to the employees after the initial meeting and finalization of documentation requirements.

**Air Travel**

Savannah State University uses Summit Cruise & Travel to secure flights. If you would like the Procurement Office to purchase your flight, please call Maria at 912-961-0979 to get a price quote. Then prepare your Travel Authorization Form indicating the amount of the flight. It would be wise to add about $100 to the price quoted to allow for any price fluctuation that may occur during the process. Once you have received your approved travel authorization form back, call Maria at Summit Cruise & Travel to reserve your flight with the authorization number issued on your form. Maria will then call Pamela Fulwood, Buyer II in the Procurement Office to verify and authorize the charge. Your ticket will be an electronic ticket. You can get the ticket confirmation number from Maria and go to www.checkmytrip.com to print your itinerary and your ticket if you chose. Your ticket can also be printed at the airport kiosks the day of your flight.

Refer to State Georgia Travel Regulations for more detailed guidance -- [http://www.savannahstate.edu/fiscal-affairs/documents/070113SOG_Statewide_Travel_Policy_061213.pdf](http://www.savannahstate.edu/fiscal-affairs/documents/070113SOG_Statewide_Travel_Policy_061213.pdf)

Also refer to University Travel page (links, policies, and procedures).

Should you opt to secure your own flight, you MUST ensure that in doing so such is most cost beneficial to the University. Traveler’s WILL NOT be reimbursed for non-business related air travel costs OR fees associated with cancellations when securing flight on their own.

Note: 14 Day flight reservation stipulation. See Travel Policy.

**Lodging**

**Making Hotel Reservations**

Hotel reservations must be made by the traveler. Travelers are required, whenever possible, to use:

- The least expensive property in moderate or similar hotel category.
Room Guarantee
Unless otherwise instructed, all hotel rooms will be guaranteed for late arrival with the traveler’s charge card.

Hotel Cancellation Procedures
Hotel cancellations should be made by the time shown on the traveler’s itinerary (usually 4:00 p.m.– 6:00 p.m.):
• Travelers should record the cancellation number in case of billing disputes.
• Travelers will be held responsible and not be reimbursed for “no-show” charges unless there is sufficient proof that the billing is in error.
• Cancellation deadlines are based on the local time of the property.

Hotel Payment Procedures
Hotel expenses should be paid using the traveler’s corporate charge card.

Rental Car
Making Rental Car Reservations
Hotel reservations should be made through the Procurement Office. Refer to University Travel website -- http://www.savannahstate.edu/fiscal-affairs/universitytravel.shtml

Other Transportation
Personal Car Usage Guidelines
Travelers may use their personal car for business purposes when entertaining clients or transporting company goods for delivery WHEN IT IS THE LEAST EXPENSIVE OPTION. Travelers using their personal car for business purposes outside of a 50 mile radius of both the UNIVERSITY and their RESIDENCE are only reimbursed at the tier 2 rate of mileage (odometer readings must be logged). The traveler must carry adequate insurance coverage for their protection and for the protection of any passengers.

Reimbursement for Personal Car Usage
Travelers will be reimbursed for business use of personal cars on a fixed scale per mile (tier 2). They WILL NOT be reimbursed for any repairs to their personal car resulting from business travel. To be reimbursed for use of their personal car for business, travelers must provide on their expense report the date, location and purpose of the trip, mileage log, and receipts for gas, tolls and parking.
Refer to State Georgia Travel Regulations for more detailed guidance --

Also refer to University Travel page (links, policies, and procedures).

**Meals and Entertainment**

**Personal Meal Expenses**

Meals will be reimbursed at the per diem for the destination.

Refer to University Travel website -- http://www.savannahstate.edu/fiscal-affairs/universitytravel.shtml

**Tipping for Meals**

Tips included on meal receipts will be reimbursed. The total cost of meals plus tips should NOT exceed the daily maximum meal allowance. Any tips considered excessive will not be reimbursed. As a general rule, employees should not tip more than they would on a personal trip.

**Payment Methods**

**Corporate Card and Traveler Benefits**

The company's corporate charge/credit card vendor is American Express. Under the terms of the company's agreement with American Express travelers receive the following benefits:

- Travel accident insurance
- Baggage insurance
- Emergency assistance
- Check-cashing privileges
- Cash/travelers cheques advantage

Twenty-four hour customer service is available by calling the number of the back of the card. An American Express representative will assist you with:

- Monthly statements and balances
- Emergency services
- Billing disputes
- Location of nearest American Express office
- Cardmember benefits and services

**Personal Use of Corporate Card**

**CORPORATE CARDS MAY NOT BE USED FOR PERSONAL EXPENSES.**

Corporate Travel Card Policy for SAVANNAH STATE UNIVERSITY
At no time should the card be used for personal purchases, regardless of the circumstance. Additionally, supervisors or approving officials of such actions, who knowingly or through willful neglect approve personal purchases with the Card, are subject to the same disciplinary actions as the offender. Utilizing the card for personal use may result in disciplinary action, including termination from state employment with possible criminal charges filed against violators of this policy.

**Misuse of Corporate Card**

Misuse of the travel corporate card will result in the following:

1. Warning to the employee regarding the way the card has been misused (whether intentional or unintentional)
2. Payroll deduction to clear balance of misuse and letter to supervisor and employee (possible termination of card)
3. Termination of card (possible termination of employment)

**Corporate Card Billing and Payment Responsibility**

Employees are responsible for paying their corporate charge/credit card bill promptly each month. All corporate charge/credit card bills are due and payable in full 15 days from the statement date. Extended payments will not be accepted. No cardholder may have an account in excess of 60 days past due. Failure to pay the account promptly may result in suspension or cancellation of charge card privileges. Further, past due balances older than 45 days will be payroll deducted to ensure payment remittance.

**Reporting Lost/Stolen Cards**

Lost or stolen corporate cards must be reported immediately as the unauthorized use of stolen cards is greatest in the first few hours after the theft.

To report a lost or stolen card, call 1-800-992-3404

On the 1st business day possible, notify Travel Card Program Administrator of lost/stolen card.

**Cancellation Procedure**

**Voluntary Cancellation**

For voluntary cancellation, written notification must be received requesting the cancellation of the card. Card Balance must be zero and all monthly requirements satisfied.

**Cardholder Employee Termination**

Upon termination of employment, all corporate cardholders must:

- Cut the corporate card in half and bring CARD PROGRAM ADMINISTRATOR
• Promptly reconcile, account for and pay any remaining balances – UNIVERSITY CLEARANCE DOCUMENTS WILL NOT BE APPROVED UNTIL CARD BALANCE HAS BEEN RESOLVED; UNIVERSITY RESERVES THE RIGHT TO DEDUCT UNPAID CARD BALANCE FROM VACATION PAYOUT AND/OR FINAL PAY.

Card Statement Reporting
Timing for Expense Report Completion and Submission
Travelers must file expense reports immediately after the completion of each trip. The expense report will be processed and the travel reimbursed. The travel MUST satisfy the balance due on their corporate travel card IMMEDIATELY. Any variance between amount owed on the card and the amount reimbursed, resulting from the audit of the travel expense statement to comply with State guidelines and policy, are the responsibility of the traveler.

Approval/Authorization Process
Expense reports must be approved by the employee’s immediate supervisor or the next higher authority.

Employees are NOT authorized to approve their own, a peer’s, or a superior’s travel expense report. Employee expense reports will be reviewed for calculation accuracy, approval signatures, policy compliance, business purpose, and proper supporting documents and receipts.

Card Program Management/Audit
Yearly audit performed by University Internal audit office of cardholder monthly expense log and supervisory review and ensure cardholder reimbursement are within 30 days to ensure ability to timely pay bill.

AMEX @ work expense report will be reviewed to verify each transaction against the card statement to validate account charges were consistent with authorized University travel and within the guidelines for travel policy.

Note: This policy must be utilized in conjunction with Statewide Travel Regulations, DOAS SPD Travel Card Program Policy, Official Code of GA Annotated 45-10-1, and all University Travel policy and procedures.