

Approval Date: November 8, 2011  
 Most Recent Editorial Date: March 12, 2015

Parent Policy: [Supply of Goods and Services Policy](#)

## Travel Card Procedure

<b>Office of Administrative Responsibility:</b>	Supply Management Services (Travel Management)
<b>Approver:</b>	Associate Vice-President (Finance and Supply Management Services )
<b>Scope:</b>	Compliance with this university policy/procedure extends to all Academic Staff and Colleagues and Support Staff as outlined and defined in Recruitment Policy (Appendix A and Appendix B).

<b>Contact for questions about this procedure:</b>	<b>SMS Customer Service</b> <b>780-492-4668</b> <b><a href="mailto:customerservice@sms.ualberta.ca">customerservice@sms.ualberta.ca</a></b>
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### Overview

Supply Management Services (SMS) oversees the University of Alberta Travel Program, including the UAlberta Travel Credit Card. The Travel Card provides University **employees** with a convenient and efficient method of paying for business **travel** expenses including airfare, accommodation, conference registration, ground transportation, travel meals, parking and/or vehicle rental services directly related to travel on behalf of the University of Alberta. The Travel Card is a **joint liability-personal pay** credit card with 60 day payment terms to allow the employee time to travel, seek reimbursement from the University, then pay the Travel Card balance without ever being out-of-pocket.

### Purpose

The purpose of this procedure is to ensure that all card applications for the Travel Card are authorized and supported, the use of the card is in compliance with University of Alberta policies and procedures and to ensure the employee (cardholder) and the employee's department head understand their roles and responsibilities.

## **PROCEDURE**

### 1. ELIGIBILITY

In order to hold a UAlberta Travel Card, an individual must be a full time continuing employee of the University of Alberta. Professor's emeriti, grad students and post docs are not eligible for this card. The employee's department head (Dean, Director or Chair) must be in agreement and approve that the card is required due to the nature and frequency of the employee's business travel requirements and associated expenditures.

### 2. CARD APPLICATION AND APPROVALS

- a) The employee must complete an online Travel Card application which is available on the Travel Management intranet site on the Supply Management Services website – CCID and password are required to access the page.
- b) Travel Card applications require approval by the Dean, Director or Chair and are referred to on the application as the “Manager”. The applicant must indicate the Manager’s email address. Once submitted, the Manager will receive an email from the Travel Card provider with instructions on how to approve the application.
- c) Travel Management in SMS will notify the Travel Card provider to proceed with the issuance of the Travel Card once approvals are in place.
- d) The Travel Card is issued in the name of the employee. The Travel Card and statements are mailed to the employee’s home address and the statement balance is paid by the employee.
- e) Electronic submission of the application by the employee constitutes the employee’s acceptance of the credit card terms and conditions as outlined in the application and the University’s policies and procedures relating to the use of the card.
- f) Approval by the Manager (Dean, Director or Chair signifies acceptance of the terms and conditions of the Travel Card specific to joint liability and agrees that the department may be responsible for outstanding card balances in the event of delinquency exceeding 90 days.

### 3. RESPONSIBILITIES

The employee (cardholder) is responsible to ensure:

- a) The Travel Card is used for allowable University business travel expenses only. Refer to *Appendix A: Schedule of Allowable Travel Expenses, Travel Expense Procedure*. The Travel Card will not be used for personal expenditures or to purchase supplies or non-travel related expenses and may be cancelled for non-compliance.
- b) Each Travel Card statement is paid in full on or before the due date indicated on the statement. Late fees are assessed after two billing cycles (after 60 days) and are non-reimbursable by the University. Travel Card balances owing in excess of 90 days may result in the cancellation of the card by the University.
- c) Reimbursement for travel expenses is obtained using the online Travel Expense claim and must be submitted within 30 days after the completion of the travel.
- d) The Travel Card is used by the cardholder only and is kept secure at all times. Suspected fraudulent charges and lost or stolen credit cards are reported immediately to the Travel Card provider and SMS Travel Management.
- e) Should the employee (cardholder) leave the employment of the University of Alberta, SMS Travel Management is immediately notified with the date of termination so the card may be cancelled. The Travel Card must have a zero dollar balance and be turned in to the cardholder’s department for destruction. Employees with Travel Cards who transfer to another department must notify SMS Travel Management and obtain approval from the new department head if wishing to keep the Travel Card.

The Dean, Director or Chair is responsible to:

- a) Approve issuance of Travel Card only to employees who travel on University of Alberta business.
- b) Provide SMS Travel Management with a default speed code in the event that the University must pay a delinquent balance (exceeding 90 days past due) on an employee’s or former employee’s Travel Card.
- c) Coordinate with the employee in the event of a delinquent balance to ensure payment is made immediately, either by the employee or the department.
- d) Maintain a list of current employees holding a UAlberta Travel Card and notify SMS Travel Management of changes to the employee’s status (e.g. termination or transfer to another department).

#### 4. COMPLIANCE MONITORING

- a) SMS will monitor cardholder activity for overdue balances and refer issue of non-payment of card balances to the Dean, Director or Chair for resolution with the employee.

### **DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [[▲Top](#)]

<b>Employee</b>	A person defined as a member of the Association of Academic Staff of the University of Alberta (ASSUA), Non-Academic Staff Association (NASA) or Excluded Staff groups and defined as an Academic, Support or Excluded staff member in Appendix A and Appendix B of the <i>Recruitment Policy</i> .
<b>Travel</b>	When in the normal course of business activity, an individual must leave their <b>work area</b> to fulfill a academic research or general job duty or to attend a conference, seminar, meeting, workshop and field research relating to the individual's employment or fulfilling an academic obligation. <b>Work area</b> is defined as: any point within and up to 25 km outside the municipal area in which the claimant's office or primary place of work is located. For any claimant who does not have an office or primary place of work, the geographic area in which the employee is required by the terms of their employment to carry out their assigned duties.
<b>Joint Liability - Personal Pay</b>	The accountability for funds owing to the Travel Credit Card provider is shared by the cardholder and the University of Alberta (Liability). Using his personal resources, the employee (cardholder) is responsible to make payments for the funds owing directly to the Travel Card provider (Personal Pay).

### **FORMS**

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### **RELATED LINKS**

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[Travel Expense Procedure](#) (University of Alberta)