

## TEAM TRAVEL CARD PROGRAM

### CARDHOLDER PROCEDURES

- Cardholder must be a USC employee.
- Card to be used only to make purchases for the legitimate team travel business benefit of USC.
  - To be used for team travel related expenses-examples: hotel, transportation, meals, gas.
  - Can be used for purchases of unforeseen incidentals related to team travel: i.e. snacks, supplies.
  - Travel related MCC codes permitted with exception of casinos and other such prohibited activities. Specific MCC codes permitted to allow for incidental purchases.
  - Not to be used for per diem, unless unplanned/emergency basis.
  - Not to be used for vehicle repair.
  - Not to be used for medical expenses.
  - Not to be used for recruiting or other non-team travel related expenses.
  - Not to be used for prohibited alcohol and tobacco purchases and other non-travel related expenses.
  - Cash advance option available.
    - ✓ Default \$500 maximum per billing cycle.
    - ✓ Intended for emergency use only, not per diem.
    - ✓ Fee-2.5% of transaction amount, minimum \$5.00 plus other than Bank of America fee if applicable.
      - Use of BOA ATMs strongly encouraged.
    - ✓ PIN letter separately mailed to cardholder, upon receipt of signed cardholder agreement.
- Cardholder receives card after training with liaison and execution of Team Travel Cardholder Agreement. Training to include discussion and provide copy of Cardholder Procedures.
- Responsibilities include:
  - Sign Team Travel Cardholder Request Form, Team Travel Update Request Form if applicable.
  - Verify address on BOA cover letter (statement sent to address) – submit update request if needed.
  - Activate card. Reminder letter sent to cardholder if card not activated within 30 days. Card canceled if not activated within 2 years.
  - Treat team travel card with at least the same level of care as a personal credit card.
  - Maintain card in secure location and carefully guard the account number.
  - Ensure the card is only used for legitimate team travel business purposes.
  - Ensure that the card is only used by the approved cardholder.
  - Have arrangements for alternative form of payment if card denied. Notify liaison of decline.
  - Obtain all sales slips, register receipts and any other documentation and provide such to liaison for reconciliation, approval and allocation of transactions. Department deadlines apply.
  - Obtain all sales receipts, register receipts and any other documentation for transactions related to cash advance and provide such to liaison for reconciliation, approval and allocation of transactions. Also return remaining cash for deposit into USC account. Department deadlines apply.
  - If receipts are not obtained/available, a memo must be provided that explains the expense and reason receipts not available. Memo must be signed by department head.

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**CARDHOLDER PROCEDURES, CONT.**

- Provide signed copy of monthly cardholder statement to liaison. Coordinate deadline with liaison.
- Notify and provide documentation to liaison of transactions to be disputed.
- To not accept cash in lieu of a credit to the card account.
- Immediately report a lost or stolen card to Bank of America @ 1-888-449-2273 (24/7).
- Immediately notify liaison of a lost or stolen card at the first opportunity during business hours.
- Immediately notify liaison at the first opportunity during business hours of any communication from Bank of America re possible fraudulent activity on the card.
- Self-report program violations to liaison.
- Return the card to liaison upon terminating employment with USC or change in employment functions.
- Violations of policies/procedures include (but are not limited to):
  - Making personal or non-team travel related transactions on the card.
  - Failing to provide receipts or documentation in a timely manner.
  - Failing to return unused portion of cash advance.
  - Allowing another person to use the team travel card.
- Recurring violations of the policies and procedures will result in the card being revoked or other disciplinary action including possible employment termination.
- Controller’s Office will conduct random compliance audits of the cardholders’ purchases and related documentation.

PRINTED CARDHOLDER NAME \_\_\_\_\_

CARDHOLDER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_