

# **OFFICE OF THE CONTROLLER**

## **General Accounting – Travel Team Travel Card Training**

**February 2025**





## Table of Contents

Travel Card Program Overview	3
Using My Wallet	8
Creating an Expense Report	13
Compliance and Violations	16
Resources and Contacts	19



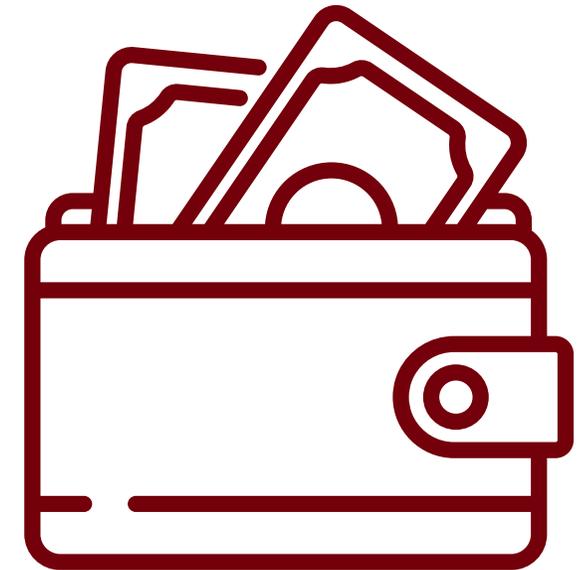
# Travel Card Program Overview



UNIVERSITY OF  
**South Carolina**

# Benefits of the Travel Card Program

- Reduce the monetary burden to the traveler
- An easier method to handle online registration
- Supplier set up is not needed to utilize Payment Request
- Travel Agency is not needed for airfare - saving the fee



# Two Travel Card Options

**Individual Travel Card:** Individual travel for airfare, hotel, and registration.

- Card holder or Liaison will be responsible for the monthly bank statement/expense report
- Department Head approval required
- This card can be used for the individual's travel **only**

**Department Travel Card:** Airfare and registration for individuals within the department.

- Airfare for employees, students and non-employees
- Registration for employees and students
- A travel card liaison will be responsible for the monthly bank statement/expense report
- Department Head approval required



# Travel Card Limits



## Individual Card Limits

- ▶ \$2K Single Transaction Limit - \$10K Limit/Month
- ▶ \$2K Single Transaction Limit - \$15K Limit/Month
- ▶ \$3K Single Transaction Limit - \$20K Limit/Month
- ▶ \$5K Single Transaction Limit - \$25K Limit/Month
- ▶ \$5K Single Transaction Limit - \$30K Limit/Month



## Department Card Limits

- ▶ \$3K Single Transaction Limit - \$20K Limit/Month
- ▶ \$4K Single Transaction Limit - \$30K Limit/Month
- ▶ \$5K Single Transaction Limit - \$50K Limit/Month



# Roles and Responsibilities

- Cardholder must be a full-time USC employee.
- Travel card must be used in accordance with the Travel Policy and Procedures. (FINA 1.00 Travel)
- Card is to be used only to pay flights, registration, memberships and hotels (only on individual cards) for the legitimate benefit of USC.
- Cardholder receives card after training with liaison and execution of Travel Cardholder Agreement.
- Recurring violations of the policies and procedures will result in the card being revoked or other disciplinary action, including possible employment termination.



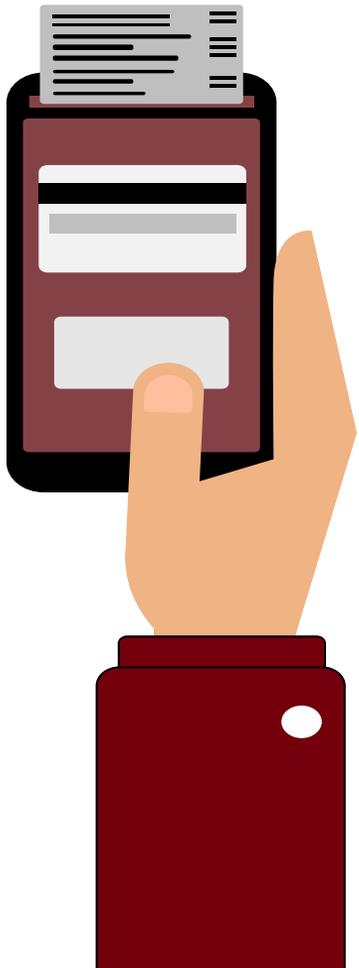
# Using My Wallet



UNIVERSITY OF  
**South Carolina**

# What is My Wallet

- Travel Card Transactions(charges) are interfaced from Bank of America into PeopleSoft My Wallet daily.
- Cardholders and Liaisons are responsible for reviewing and updating each of these card charges before they are consolidated into the Expense Report statement.
- Please allow 1-2 additional days to interface into PeopleSoft.



# How to Use My Wallet

- The following can be updated using My Wallet:
  - ✓ Entering correct description per type of traveler for each transaction.
  - ✓ The Expense Type may be changed to prevent the need to change the GL account after the transaction is copied into the expense report.
  - ✓ Attaching the receipt to the transaction.
- All updates made in My Wallet carry over to the Expense Report.
- Some requirements may be completed on the expense report page.



# Required Descriptions by Type

**Employee:** USCID, Name, TA (if applicable), Date, Location, Type of Conference

- **Example:** U12345678: Joanne Callahan: 01/01/2025 - 01/05/2025: Orlando, Conference)

**Student:** TA, Student, USCID, Name, Dates, Location, Type of Conference

- **Example:** 01234: Student: U12345678: Joanne Callahan: 01/01/2025 - 01/05/2025: Orlando: Conference)

**Non-Employee:** TA, Non-Employee, Name, Dates, Location, Type of Conference

- **Example:** 12345: Non-Employee: Joanne Callahan: 01/01/2025 - 01/05/2025, Orlando: Conference)



# Demonstration

- How to Use My Wallet



# Creating an Expense Report



UNIVERSITY OF  
**South Carolina**

# Expense Report

- The PeopleSoft page where all travel card transactions posted to the monthly statement are assigned to the travel card expense report.
- As the Liaison, your USCID will default. Search using the USCID of the cardholder is creating on behalf of the cardholder.
- Select the **business purpose – Travel Card**. After entering the expense report, the business purpose can't be changed.
- Use Default Accounting for Report action to populate the accounting detail for each expense line. Just be sure to change it if different for a line(s).
- Expense report can be created early in the month and add my wallet transactions to it periodically.
- If your department scans all receipts on to one document; this attachment can be added at the end of the month before the expense report is submitted.



# Demonstration

- How to create an expense report from My Wallet



# Compliance & Violations



UNIVERSITY OF  
**South Carolina**

# Compliance

- Expense Reports must be fully approved in PeopleSoft within 30 days after the last day of the billing cycle.
- Cards will be suspended if the expense report is not paid/approved within 30 days of the billing cycle.
- Be sure to complete a monthly audit/review before submitting for approval.
- Please remember expense reports are subject to external and internal audit.



# Travel Card Violations

If an expense is charged on the card that is not allowed (meals, first class airfare, etc.):

- The card will be suspended.
- The individual will have to reimburse the University and attach a copy of the deposit transmittal to the expense report.
- A memo will be required stating they violated the Travel Card policies and procedures signed by their department head. (This should also be attached to the expense report.)
- Recurring violations of the policies and procedures will result in the card being revoked.



# Resources & Contacts



UNIVERSITY OF  
**South Carolina**

# Coming Soon! Required Travel Card Training

Starting March 3<sup>rd</sup> all **new** card owners will be required to take on-demand training before applying for individual/department card.

The process for the new training requirement is as follows:

- When an employee requests a travel card, they will receive an email from the Travel Team containing links to a quiz and training resources.
- The employee must score at least 80% on the quiz to pass.
- After meeting the 80% pass rate, the employee will receive the Card Agreement from the Travel Team.

In the next few weeks, this training will be sent to all current cardholders as a review of existing policies and procedures.





## Office of the Controller

## Office of the Controller

## General Accounting

Accounts Payable

Capital Assets

Chart of Accounts

General Ledger

Moving and Relocation

Travel

## Treasury Management

General Accounting Staff Directory

Grants and Funds  
ManagementCompliance and Tax  
Management

## Payroll Department

Operational Management  
and ReportingExternal Financial Reporting  
and TransparencyResource and Training  
Toolbox

## Contact Us

## Treasury Management

Treasury Management is responsible for the University's banking relationships. We manage the cash balances and investments for operating and endowment funds and ensure reconciliations of all financial records with bank accounts.

## Card Programs

Expand all



## Travel Cards

The Travel Card is used to reduce the monetary burden to the traveler and provides the ability to book airline tickets (for employees, students, and non-employees) and registration (for employees and students). The program offers two types of cards:

- **Individual Travel Card:** Individual travel for airfare, hotel, and registration.
- **Department Travel Card:** Airfare (for employees, students, and non-employees) and pay registration (for employees and students).

Please email questions to mail [travelcard@sc.edu](mailto:travelcard@sc.edu).

- [Travel Card Request Form – Department Card \[pdf\]](#)
- [Travel Card Request Form – Individual Card \[pdf\]](#)
- [Travel Cardholder Procedures \[pdf\]](#)

## Endowments

Contact Treasury  
Management

For questions about any Treasury Management services, please contact us directly:

1600 Hampton Street, 6th floor  
Columbia, SC 29208

Email: [treasury@mailbox.sc.edu](mailto:treasury@mailbox.sc.edu)

# Where to Find Resources

For travel card resources, visit the Card Program section on our [Treasury Management](#) page.



## Office of the Controller

## Office of the Controller

## General Accounting

Grants and Funds  
ManagementCompliance and Tax  
Management

## Payroll Department

Operational Management  
and ReportingExternal Financial Reporting  
and TransparencyResource and Training  
Toolbox

## Business Manager

Grant Administration

Principal Investigator

Policies &amp; Procedures

Forms

Newsletters

PeopleSoft Finance Training  
Schedule

Listserves

Social Media

## Contact Us

## Business Manager

The role of each Business Manager at the University of South Carolina varies across each college and department. Each Business Manager handles several responsibilities that directly influence the success of their departments and the University overall. They provide business expertise on a variety of topics including, but not limited to budget, expenses, supplier onboarding, transaction corrections, and University policies and procedures.

Below is a list of tasks a Business Manager may be responsible for within their college/department. Sections include links to training resources that support each task.

**Note:** Each year the Controller's Office provides refresher trainings starting the month of February thru the end of April. Registration links for all scheduled trainings are sent to our BIZMANAGER listserv end of January, provided in our monthly newsletter, and in a prior week reminder email. On demand training can be found in the sections below.

## Travel Card

The Travel Card program reduces the monetary burden to the traveler when traveling on behalf of the University. There are two types of cards:

- **Individual Travel Card:** Individual travel for airfare, hotel, and registration.
- **Department Travel Card:** Airfare and registration for individuals within the department.

\*\*Food purchases are not allowable expenses for either card under any circumstances. \*\*

If you do not have a Travel Card but would like to participate in the program, please reach out to the Travel Team. They will provide all the information needed to better understand the program and complete the process.

The below training resources are available:

- [Travel Card Program Webinar Recording](#)
- [Travel Card Program Presentation \[pdf\]](#)
- [Travel Card Job Aid \[pdf\]](#)
- Visit the [Treasury Management](#) page for additional Travel Card information.

**Training:** Travel Card

**System:** PeopleSoft Finance

**Contact:** [travelcard@mailbox.sc.edu](mailto:travelcard@mailbox.sc.edu)

# Where to Find Training Resources

For Travel Card training  
resources, visit our  
[Business Manager](#) page.



# Controller's Office Contact List

<b>General Accounting (JEs, JVs, Apex, GL issues/Questions)</b>	<b>Email Address</b>
General Email Address	<a href="mailto:genacctg@mailbox.sc.edu">genacctg@mailbox.sc.edu</a>
Cash Advance Settlement	<a href="mailto:cashadvc@mailbox.sc.edu">cashadvc@mailbox.sc.edu</a>
Payroll Retro Journal Entries	<a href="mailto:retroje@mailbox.sc.edu">retroje@mailbox.sc.edu</a>
Chartfield Maintenance	<a href="mailto:cfmaint@mailbox.sc.edu">cfmaint@mailbox.sc.edu</a>
Moving & Relocation Mailbox	<a href="mailto:moving@mailbox.sc.edu">moving@mailbox.sc.edu</a>
PeopleSoft Finance Security Requests	<a href="mailto:pssecure@mailbox.sc.edu">pssecure@mailbox.sc.edu</a>
<b>Accounts Payable</b>	<b>Email Address</b>
General Email Address	<a href="mailto:ap@mailbox.sc.edu">ap@mailbox.sc.edu</a>
AP Uploads	<a href="mailto:apupload@mailbox.sc.edu">apupload@mailbox.sc.edu</a>
Supplier Maintenance	<a href="mailto:apsupplr@mailbox.sc.edu">apsupplr@mailbox.sc.edu</a>
<b>Travel Office</b>	<b>Email Address</b>
General Email Address	<a href="mailto:teoffice@mailbox.sc.edu">teoffice@mailbox.sc.edu</a>
Student/Non-employee Travel Authorizations and Travel Reimbursement Vouchers	<a href="mailto:tesubmit@mailbox.sc.edu">tesubmit@mailbox.sc.edu</a>

# Controller's Office Contact List

<b>Capital Assets</b>	<b>Email Address</b>
Physical Inventory	<a href="mailto:physinv@mailbox.sc.edu">physinv@mailbox.sc.edu</a>
<b>Cash Management and Treasury</b>	<b>Email Address</b>
General Treasury Email Address	<a href="mailto:treasury@mailbox.sc.edu">treasury@mailbox.sc.edu</a>
Program Expense Card	<a href="mailto:cards@mailbox.sc.edu">cards@mailbox.sc.edu</a>
Team Card	<a href="mailto:teamcard@mailbox.sc.edu">teamcard@mailbox.sc.edu</a>
Travel Card	<a href="mailto:trvcard@mailbox.sc.edu">trvcard@mailbox.sc.edu</a>
<b>Compliance and Tax</b>	<b>Email Address</b>
General Compliance Email Address	<a href="mailto:concpl@mailbox.sc.edu">concpl@mailbox.sc.edu</a>
General Tax Email Address	<a href="mailto:tax@mailbox.sc.edu">tax@mailbox.sc.edu</a>
Research/Development Sales/Use Tax Exemptions	<a href="mailto:rdequip@mailbox.sc.edu">rdequip@mailbox.sc.edu</a>
Time and Effort Reporting	<a href="mailto:timeandeffort@sc.edu">timeandeffort@sc.edu</a>

# Controller's Office Contact List

Grants and Funds Management	Email Address
Sponsored Award Specific Questions	Contact your <b>Post Award Accountant</b> (PAA)
Payroll	Email Address
General Email Account	<a href="mailto:payroll@mailbox.sc.edu">payroll@mailbox.sc.edu</a>



# Questions



UNIVERSITY OF  
**South Carolina**

# THANK YOU!

## Office of the Controller



Alone, we can do so little; together,  
we can do so much.



**Address:**

1600 Hampton Street  
Columbia, SC 29208



**Contact Number:**

Phone: 803-777-2602  
Fax: 803-777-9586



**Email Address:**

[controller@sc.edu](mailto:controller@sc.edu)



UNIVERSITY OF  
**South Carolina**



UNIVERSITY OF  
**South Carolina**