

Travel Card Quick Reference Guide

1. How TO USE the Travel Card

- a. Chrome River Pre-Approval required before purchases can be made
 - i. Allowable travel expenses
 1. Airfare
 2. Baggage fee
 3. Rental vehicle
 4. Gas
 5. Registration fee
 6. Hotel
 7. Parking
 8. Taxi/Uber/Shuttle
 9. Tolls
- b. Transactions allocated, on a semi-monthly basis, in Chrome River (1st and 15th of the month)
- c. Receipts should be uploaded or scanned to Chrome River

2. How NOT to use the Travel Card

a. Personal use

- i. Food or alcohol (per diem should be claimed unless a business meal or student travel)
- ii. Transportation to or from meals, personal events, sightseeing, etc.
- iii. Parking violations or moving citations
- iv. Travel insurance
- v. Hotel incidentals
 1. Room Service, minibar, movies, spa, etc.
- vi. Rental vehicle insurance (USI rentals are already insured), personal travel day rental, charge for 2nd driver that isn't an employee or on business travel
- vii. Optional events tied to registration such as tourist activities, donations, or entertainment

b. All non-travel goods or services (see prohibited uses of the purchasing card policy)

- i. Contact Travel Procurement if emergency purchase for non-travel expense is necessary while in travel status

c. No transaction should be split to avoid card limit

- i. Contact Travel Procurement if a limit needs raised

d. Use of card by other employees who have not signed a cardholder agreement for your card

e. Use of card by non-employee

NOTE: *Poor management of the card may result in revocation of cardholder privileges.*

Fraudulent or intentional misuse of the card will result in revocation of the card and may result in restitution, criminal charges, and/or up to and including termination of employment.