

UCR



PRO-CARD HOLDER TRAINING

ProCard Expanded Use: Airfare and Lodging

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BFS – Business & Financial Services

A Division of Business & Administration Services (BAS)

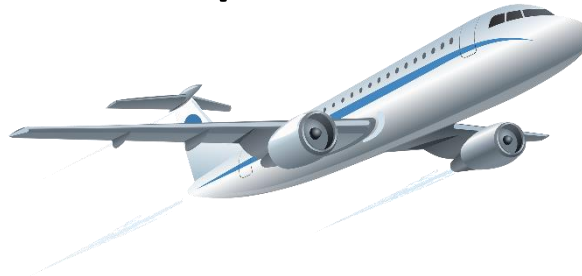


UNIVERSITY OF CALIFORNIA, RIVERSIDE

What changed?

Effective 1/15/19, the Procurement card (Pro-card) will be expanded to allow current University cardholders to purchase:

- Airfare



- Lodging



Why are we doing this?

- Providing departments with increased flexibility to pay travel expenses on behalf of others.
- Reducing out-of-pocket travel expenses for university employees, students, and guests.

What does this mean?

Cardholders can now assist business travelers by booking business related airfare and hotel expenses

- Airfare and lodging expenses can be charged to a department ProCard rather than using a personal charge card
 - Note: traveler may need to provide a credit card upon check-in for incidental expenses.
 - Travel expense reports are still required to document these expenses but should show ProCard purchases as pre-paid expenses.
- Airfare and lodging expenses for UCR guests (faculty recruits, guest speakers, etc.,) can be charged to department ProCard rather than creating a purchase order or reimbursing travelers after the trip.

Note: Cardholders should NEVER give the card or card information to travelers to take on a trip or use for other travel expenses.



How To's: Booking Airfare and Lodging

BEFORE charging travel expenses to the ProCard:

- Travel Coordinator should create a “Trip” in iTravel so the trip number can be referenced on the travel related payments paid via a ProCard; also should be referenced on the PCT.
 - Use the “Travel Planning” functionality in iTravel to obtain a valid trip ID.
 - All travel charges must be properly documented and accounted for as required by UC Travel Policy (G-28).
- The “Trip ID” established via “Travel Planning” must be used to clear expenses at the completion of the trip.
 - Determine if the trip will be placed in the Traveler’s queue or remain in the Travel Coordinator’s queue



How To's – cont'd

Booking Airfare and Lodging

All ProCard airfare charges should be made through Connexus to access UC discounted rates, UC Preferred Travel agencies and supported online booking tools and to ensure:

- Travel insurance registration (iJet) of the trip
 - Note: airfare purchased via SWABIZ are not automatically registered
- UC travel accident insurance coverage
- Airfare credits and refunds to UCR for cancellations/refundable tickets are tracked properly
- Access to pre-negotiated UCOP Travel Program benefits



How To's – cont'd

Booking Airfare and Lodging

Booking through one of our preferred travel agencies and online booking tools ensures the business trip is covered under the UC Travel Accident Insurance program

- If airfare is booked outside of the Connexus system or via SWABIZ, the traveler must manually register the trip on the [UCR Risk Services](#) website and complete the Traveler Insurance form **before** an out-of-state trip occurs to ensure coverage.
 - Registration is not required for travel within California as coverage is automatic.
- Note: if the traveler wishes to continue to receive the supplemental travel insurance associated with their individual US Bank T&E card, the traveler will need to use their US Bank T&E card and be reimbursed as part of the trip.



How To's – cont'd

Booking Airfare and Lodging

If airfare is purchased on-line, but not through Connexus, please be aware:

- As a security measure, for e-tickets booked online, some airlines may require the traveler to present the credit card used to purchase the ticket prior to check-in.
- This is true whether the ticket is booked directly on the airline's Web page (UAL.com, AA.com, etc.) or an on-line booking agency (travelocity.com).
- If a traveler does not have the credit card used for the purchase, they may be denied boarding and possibly required to purchase a new ticket to continue their travel.

Airlines do not require this extra security measure for tickets booked through a travel agency or for paper tickets.

Booking through Connexus ensures the UCR traveler will not be asked to show the credit card used.



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Cardholder Responsibilities

Cardholder Responsibility

- Although departments can now pay for airfare, lodging and conference registration fees directly via the ProCard, this new capability comes with additional responsibilities:
 - Cardholders need to continue to keep receipts and coordinate with travel coordinators.
 - A good system of internal controls will allow these expenses to be properly reported on the travel expense reports as prepaid items and avoid erroneously reimbursing the traveler for expenses paid via the ProCard.
 - Travelers, Travel Coordinators and Department Approvers will need to be diligent in reviewing travel expense reports for accuracy.
- Per UC Policy, a travel expense claim must be processed for travel related expenses, even if no reimbursement of expenses is due to the traveler.

Cardholder Responsibility – Cont'd

Use of the ProCard for Personal Travel Expenses

- **Is NOT allowed under any circumstances**
- Multi-leg air travel cannot contain any personal travel legs (i.e., a destination other than the primary business destination must not be purchased with the ProCard).
 - ✓ If a personal travel expense cannot be separated, the traveler must book the entire trip with personal funds and request reimbursement of the business portion as an out of pocket expense after the completion of the trip.





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Allowable Expenses and Required Documentation

Allowable Expenses and Required Documentation

Allowable Expense	Receipt/Documentation Required
Airfare Including exchange fees and travel agency service fees.	Itinerary provided by the travel agency at the time of booking that shows routing, dates, and class of service.
Hotel Deposits	Deposit invoice and signed agreement that verifies the amount of the deposit required and charged.
Lodging Including room charges and related taxes. Please note incidentals and personal expenses such as business phone/faxes, local or phone access charges, movie, personal phone calls, par or spa charges should be paid for personally upon check out and should NOT be charged to the ProCard.	Final Check out folio, showing an itemization of all nightly room charges, taxes and other business related expenses. Please check G-28 for maximum hotel allowances.

ProCard T&E Do's & Don'ts Reminders

Do's

- Airfare, lodging for business travel for others can be paid via the ProCard.
- Use Connexus to book through UC's Preferred Travel Agencies.
- Remember to manually register trips booked outside of Connexus or via SWABIZ, on the [Risk Services](#) website and complete the Traveler Insurance form **before** an out-of-state trip occurs.
- Establish a "Trip" in iTravel before charging travel expenses on the ProCard.
- Reference the trip number on travel related payments paid via a ProCard and on the PCT.
- Process travel related payments paid via a ProCard as **prepaid items** on the travel expense claim, even if no reimbursement of expenses is due to the traveler.
- Conference registration can be paid via the ProCard.

Don'ts

- Airfare that contain **any personal legs of travel.** (i.e. a destination other than the primary business destination) **may not be purchased on a ProCard.**
- The ProCard cannot be used for meals.
- **The ProCard cannot be given to a traveler to take on a trip (unless he/she is the ProCard holder).**

Reminder

The Cardholder is responsible for ensuring that any purchase made on a ProCard complies with all University policies and procedures including the Travel and Procurement Card Programs.



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ProCard Administration

ProCard Administration Notes

- Supplier and commodity specific ProCards will remain restricted/blocked
- Auxiliary Distribution Services (i.e. Storehouse) cannot procure lodging and airfare for the campus.
- A PCT is required to move air travel and lodging from the ProCard Aging Report and the trip number should be referenced
- Reconciliation will include both ProCard and Travel requirements
 - Prior approval and a TRIP ID# must be available for the DCA to move the expense (PCT).
 - Support documentation (e.g., a copy of the booking confirmation) must be included in the ProCard files and iTravel, so coordinate with your unit's travel coordinator.
 - No Personal Travel (to include extra flight routes, extended hotel stay) is allowed on the ProCard.

ProCard Administration Notes – cont'd

As of 1/15/19, the below travel related expense accounts will be available via the PCT:

710110 - Travel, In-state-Airfare

710140 - Travel, In-state-Lodging

711110 - Travel, Out-State – Airfare

711140 - Travel, Out-State – Lodging

712110 - Travel, Foreign-Airfare

712140 - Travel, Foreign-Lodging

714110 - Conf & Event Registration Fees (added 8/2018)

New Card Timeline

- Applications will be processed on Monday's.
 - Applications should be received no later than C.O.B. on Friday to be considered.
 - Approx. 2 -3 weeks turn-around to receive card from US Bank.
- Issuing cards
 - Required trainings must be successfully completed before cards are scheduled for pick-up.
- New Email Address for ProCard Programs:
 - procard@ucr.edu



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Questions?

Send to procard@ucr.edu and/or travelfeedback@ucr.edu