

Welcome to

**Cardholder Approvers
Travel Training**

May 25, 2017



Presenters

- **Rachel Neal, Controller**
- **Angela Harris, Disbursements Manager**



Controller's Web page

What's New





Organizational Changes

(Who Does What?)





Monitor Cardholder Compliance

- **Current Cardholder Application on file**
- **Current Cardholder Certification on file**
- **Cardholder Training completed in LEO**
 - Please note all of these must be updated annually
 - Any non-compliance will result in the travel card being suspended.
- **Unauthorized use of Credit Card**
 - A cardholder is only allowed 2 instances of unauthorized use in a 12-month period before their card is cancelled.





Adjust Cardholder Credit Limits

- **Increase and decrease credit limits as needed**
 - Individual Travel Cards
 - Team Travel Cards



Resolve card use issues

- **If a cardholder cannot use their card**
- **Card has been compromised and cardholder has experienced fraudulent activity**





Disbursement's Office

Mrs. Beverly Bass, Disbursement Accountant

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- **Individual new employee/cardholder training**
- **Process travel authorizations**
- **Liquidate (close out) encumbrances**
- **Process payments for airfare (Short's Travel)**
- **Process expense reports**
- **Collects Bank of America statements and completed travel card log**

University Card Travel Policy

What's New
&
What you need to pay special attention to



What you need to pay special attention to

- **Cardholder must always check their hotel bill and/or folio and make sure in-state sales tax hasn't been charged**

If in-state sales taxes are charged, it is the cardholder's responsibility to get a credit issued to their card, or cardholder will be made to reimburse the university the total amount of the taxes charged.

- **Each cardholder must provide original invoice and supporting documentation for each purchase**

Failure to do so will result in the cardholder having to reimburse the University for these charges.

Questions?

