OFFICE OF THE CONTROLLER

General Accounting – Travel Team
Travel Card Training

September 2023

UNIVERSITY OF
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Travel Card Program Overview

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Benefits of the Travel Card Program

- Reduce the monetary burden to the traveler

- An easier method to handle online registration

- No longer need to set up a Supplier to go through Payment Request

- No longer need to go through a travel agency for airfare - saving the fee

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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

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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

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Roles and Responsibilities

- Cardholder must be a 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.

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Using My Wallet

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.

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How to Use My Wallet

- The following can be updated using My Wallet:
  - ✓Entering a justification and description 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 of these requirements may be completed on the expense report page.

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Required Descriptions by Type

Employee: USCID, Name, TA (if applicable), Date, Location, Type of Conference
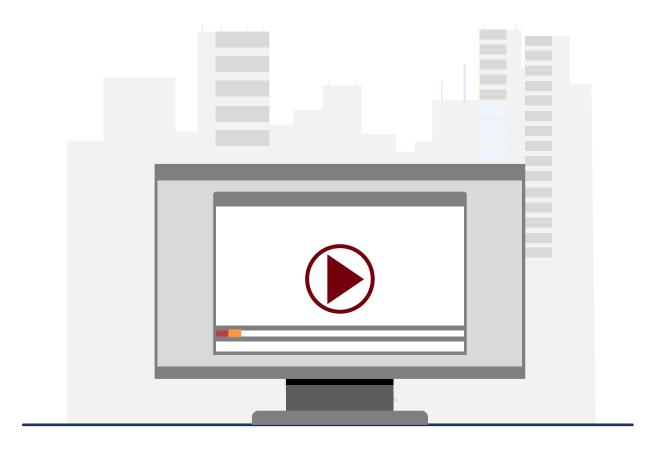- **Example:** U12345678, Joanne Callahan, 9/12/2023 - 9/15/2023, Orlando, Conference)

Student: TA, Student, USCID, Name, Dates, Location, Type of Conference
- **Example:** 01234: Student, U12345678, Joanne Callahan, 9/12/2023 - 9/15/2023, Orlando, Conference)

Non-Employee: TA, Non-Employee, Name, Dates, Location, Type of Conference
- **Example:** 12345: Non-Employee, Joanne Callahan, 9/12/2023 - 9/15/2023, Orlando, Conference)
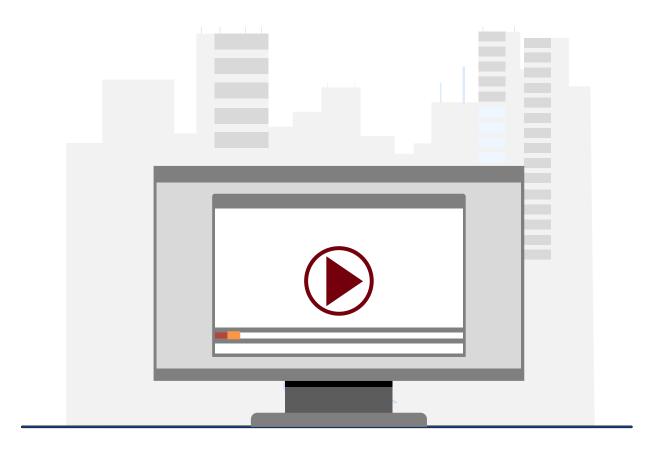
Demonstration

- How to Use My Wallet

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Creating an Expense Report

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Expense Report

- The PeopleSoft page where all Travel card transactions, that typically represent the month end statement, will be copied.

- As the Liaison, your USC ID will default. Be sure to change if creating on behalf of the cardholder.

- It is important to select the correct **business purpose**. After entering the expense report, the business purpose can't be changed.

- Use the 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).

- May begin your expense report 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.

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Demonstration

- How to create an expense report from My Wallet

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Compliance & Violations

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 transactions are not processed timely.

- Be sure to complete a monthly audit/review before submitting for approval.

- Please remember expense reports are subject to external and internal audit.

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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

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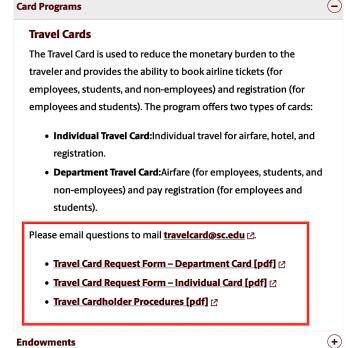South Carolina

Resources & Contacts

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

Accounts Payable

Capital Assets

Chart of Accounts

General Ledger

Moving and Relocation

Travel

Treasury Management

General Accounting Staff Directory

Grants and Funds Management

Compliance and Tax Management

Payroll Department

Operational Management and Reporting

External Financial Reporting and Transparency

Resource 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.

Expand all

Card Programs

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**.

- **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

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Where to Find Training Resources

For Travel Card training resources, visit our Business Manager page.

Controller's Office Contact List

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

Controller's Office Contact List

Capital Assets	Email Address
Physical Inventory	physinv@mailbox.sc.edu
Cash Management and Treasury	**Email Address**
General Treasury Email Address	treasury@mailbox.sc.edu
Business Expense Card	cards@mailbox.sc.edu
Team Card	teamcard@mailbox.sc.edu
Travel Card	trvcard@mailbox.sc.edu
Compliance and Tax	**Email Address**
General Compliance Email Address	concpl@mailbox.sc.edu
General Tax Email Address	tax@mailbox.sc.edu
Research/Development Sales/Use Tax Exemptions	rdequip@mailbox.sc.edu
Payroll	
General Email Address	payroll@mailbox.sc.edu

Questions