Travel and Expense Module
New Travel Card Program
Today’s Agenda

• Benefits of the Travel Card Program
• Two Travel Card Options
• Travel Card Limits
• Roles and Responsibilities
• Travel Card Violations
• My Wallet - Demo
• Creating an Expense Report from My Wallet - Demo
• Review Roll Out Schedule
• Upcoming Communications
• Resources
• Contacts
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, therefore 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 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.
Travel Card Violations

If an expense is charged on the card that is not allowed (meals, first class airfare, etc.):
1. The card will be suspended
2. The individual will have to reimburse the University and attach a copy of the deposit transmittal to the expense report
3. 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.)
4. Recurring violations of the policies and procedures will result in the card being revoked
My Wallet

• Demonstration
Creating an Expense Report from My Wallet - Demo

- Demonstration
## Travel Card Role Out Schedule

<table>
<thead>
<tr>
<th>Go Live Phase</th>
<th>Go Live Date</th>
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</thead>
<tbody>
<tr>
<td>Phase 1</td>
<td>February 10, 2020</td>
</tr>
<tr>
<td>Phase 2</td>
<td>March 9, 2020</td>
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<tr>
<td>Phase 3</td>
<td>April 6, 2020</td>
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<tr>
<td>Phase 4</td>
<td>May 11, 2020</td>
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<tr>
<td>Phase 5</td>
<td>June 8, 2020</td>
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**Note:** Operating Units will be added to each phase as we receive information back from the Colleges/Departments.
Upcoming Communications

• **4 weeks before Training** - Targeted Training Invitations to individual employees and liaisons to include the Travel Card Request form and procedures

• **1 week before Training** – Upcoming Training Reminder

• **1 week before Go Live** – Travel Card Training Resource Links

• **Thursday Before Go Live** – Travel Card Go Live Steps

• **Go Live Day** – Travel Card Go Live Steps
Controller’s Office website:
https://www.sc.edu/about/offices_and_divisions/controller/general_accounting/travel/index.php
Contacts

PeopleSoft University Financial System website: https://sc.edu/about/offices_and_divisions/peoplesoft_finance/internal/support_contacts/

Travel Card Email Address: TRVCARD@mailbox.sc.edu
Questions