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
• 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
  - Department Head approval required

- **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
  - 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. Training to include discussion and provide copy of Cardholder Procedures.
• Recurring violations of the policies and procedures will result in the card being revoked or other disciplinary action, including possible employment termination.
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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<tbody>
<tr>
<td>Phase 1</td>
<td>February 10, 2020</td>
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<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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<td>Phase 4</td>
<td>May 11, 2020</td>
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<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
Resources

Controller’s Office website:
https://www.sc.edu/about/offices_and_divisions/controller/general_accounting/travel/index.php

<table>
<thead>
<tr>
<th>Office of the Controller</th>
<th>Travel</th>
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<tbody>
<tr>
<td>General Accounting</td>
<td>Travel is responsible for the review and disbursement of funds in accordance with university policies and procedures. Our staff process travel payments and reimbursements for faculty, staff, non-employees and students.</td>
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<tr>
<td>Accounts Payable</td>
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<tr>
<td>Travel</td>
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<td>Moving and Relocation</td>
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<td>Webinars and Training</td>
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<td>General Accounting Staff Directory</td>
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<td>Grants and Funds Management</td>
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<td>Supplier and Tax Management</td>
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<td>Financial Reports and Transparency</td>
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<td>Chart of Accounts</td>
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<tr>
<td>Policies and Procedures</td>
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<tr>
<td>Contact Us</td>
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Diners Club Card Program

Expense Module Correction Form

Travel Advances

Travel Agencies

Travel & Expense Authorization

Travel Quick Reference Guide

Travel Reimbursement Voucher (TRV)
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