

Mississippi State University Travel Card Program User's Guide

Mississippi State University Travel Services



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I. Purpose of the MSU Travel Card

The following information is a User's Guide for the Mississippi State University Travel Card. The Mississippi State Travel Card is designed to provide a more convenient and simpler way to travel.

The MSU Travel Card will be another method of booking and paying for hotel rooms, vehicle rental services, as well as other specific travel related expenses. The MSU Travel Card will allow traveling to be easier and more efficient by reducing the amount of paperwork and online processing. This program is separate from the MSU Procurement Card Program.

This User's Guide provides the users of the MSU Travel Card with the policies and procedures necessary to remain in compliance with Mississippi State University policy as well as State Travel Laws.

II. Obtaining an MSU Travel Card

Anyone with a valid MSU ID who anticipates incurring \$1,000 or more in traveling for MSU annually and has received approval from his/her respective Department Head may apply for an MSU Travel Card. This includes full-time employees, part-time employees, intermittent workers, graduate assistants, and students.

In order to obtain an MSU Travel Card, the individual must complete the Cardholder Application/Agreement that can be found on the Travel Services website. The application must be filled out completely and signed by the cardholder, as well as the Department Head. In the event of the Department Head requesting an MSU Travel Card, the application must be signed by the Department Head, as well as the respective Vice President.

Upon completion, please forward the application to mailstop 9719, 634 McArthur Hall to Amber Brazil's attention. Travel Services will apply for the card and notify the Department Administrator upon its arrival.

The cardholder must pass the MSU Travel Card test in order for the card to be activated and released to the cardholder. The MSU Travel Card test can be found on the Travel Services website. The cardholder must answer 16 of the 20 questions (80%) in order to pass the test. Travel Services will contact the Department Administrator to schedule for the card to be picked up.

The MSU Travel Card will automatically renew upon expiration unless Travel Services is notified by the department to cancel an account. Cards with inactivity for a period of 12 consecutive months will be automatically closed by the bank.

Each department will decide the card limit based on the amount of traveling each individual cardholder does on a regular basis.

III. Managing MSU Travel Cards

Each department will assign the role of Travel Card Administrator to one individual. That individual will be responsible for making sure all cards are kept secure and all appropriate documentation is maintained and available for regular audits. The following are options related to card security. **Each department should determine which option works best and/or create another option that maintains accountability and security while meeting the needs of the specific department and its employees.**

- The Travel Card Administrator keeps all cards locked up. When a traveler desires to travel, he/she signs the card out. Upon his/her return, he/she will return the card and all applicable receipts and documents to the Travel Card Administrator.
- The traveler keeps the card and submits all applicable receipts and documents to the Travel Card Administrator on a regular basis as determined by the department.

It should be noted that most cards will be in the specific traveler's name so the cards can be used to book and pay for hotel rooms and rent vehicles. An employee with a card in his/her personal name should not pay for another employees expenses. All charges placed on an individual's card should be directly related to his/her own travel. Some departments may desire to have a Travel Card in the name of the department for general use, such as some hotels, car rentals, tour bus payments, etc. These cards should be maintained by the Travel Card Administrator and kept locked in a secure location with a sign in/out sheet to keep record of each time they are used.

IV. Authorized Expenses

- Airfare
 - Airfare may be paid for via the Travel Card in emergency situations. Otherwise, please continue to use the EBTA and BTE processes through Travel Leaders.
- Lodging (room only, no incidental expenses allowed)
- Rental cars
 - Rental car vehicle state contracts must continue to be abided by.
- Taxis
- Shuttles
- Fuel for rental vehicles
 - Fuel purchases are allowable only when the fuel is being purchased for a rental car. Dates of the fuel purchase should match the time period in which a vehicle was rented for payment of this expense. Fuel is considered an unauthorized expense when purchased for use in personal vehicles, fleet vehicles, etc.
- Tolls
- Parking
- Business related internet services

V. Unauthorized Expenses

- Travel expenses for non-MSU employees
- Business related airfare combined with personal airfare
- Fuel for any type of vehicle other than a rental
- Baggage
- Cash advances
- First Class and Business Class travel
 - May be authorized if at least one of the flight segments exceeds six hours
 - Flight segment – defined as time in the air between stopovers, changing aircraft, or change of airline.
 - Preferred seating in business or first class is not reimbursable unless approved in advance by Travel Services.
- Travel expenses for travel companions or spouses
- Food and beverages
- Personal items
- Laundry
- Personal calls
- Any purchase in which MSU does not receive direct benefit
- No incidentals
- Movies
- Meals
- Alcohol
- Room service
- Anything not specifically listed under authorized expenses

VI. Declined Transactions

If there is a transaction that is being declined, please look at the transaction inquiry for the account on the bank website to determine a reason for the denial. The most common reasons for the card to be declined include:

- Incorrect card number
- Monthly spending limit exceeded
- Incorrect expiration date
- Restricted vendor
- Single Transaction limit exceeded
- Incorrect CVC code

Please contact Amber Brazil at (662)-325-2940 or Sharon Carr at (662)-325-1749 if you are unable to determine the reason for the card being declined, and we will work with you and the bank to determine the problem.

VII. Cancellation of Travel Arrangements

The cardholder is responsible for canceling airline tickets, rail tickets, and any other type of travel arrangements. These arrangements are to be made directly with the travel agency, vendor, or by use of the Concur Online Booking Tool. Please notify Travel Services about all travel arrangement cancellations via e-mail.

VIII. Vendor Services

Mississippi State University has contracts with various vendors. MSU travelers should abide by these contracts when traveling for the university. The contracts are as follows:

- Travel Leaders, Inc. – Mississippi State University contract travel agency
- Out-of-State Contracts:
 - Primary Vendor – Hertz Corporation
Corporate ID – 0068344
 - Secondary Vendor – Enterprise Holdings, Inc.
Corporate ID – XZ55012
[Out-of-State Vehicle Contract \(PDF\)](#)
- In-State Contracts:
 - Avis/Budget Car Systems, Inc.
Corporate ID – T243900
 - DBA U-Save Car and Truck Rental
Corporate ID – 1757/1785
 - Enterprise Holdings, Inc.
Corporate ID – XZ55012
 - Hertz Corporation
Corporate ID – 0068344
 - Landrum U-Save Car and Truck Rental
Corporate ID -- 1413
 - U-Save Car and Truck Rental (Starkville, Tupelo, and Louisville)
Corporate ID – MSU1
 - Vanguard Car Rental USA
Corporate ID – XZ55012
[In-State Vehicle Rental Contract \(PDF\)](#)
 - [In-State Hotel Contracts](#)

Please refer to the Travel Services website for more detailed information regarding the state contracts and rates that are in place for out-of-state rental vehicles, in-state rental vehicles, and in-state hotel/motel.

IX. Audit Policies and Procedures

All MSU Travel Cards will be audited at least every month. We will audit 100% of the transactions on the Travel Card. When it is time for your scheduled audit, the Travel Card Administrator will receive an e-mail from Travel Services. The Travel Card Administrator will be responsible for putting all of the audit material together. Travel Services will pick up the audit material, and take it back to our office for review.

Only include the paperwork that is necessary for the audit. Required paperwork is as follows:

- Copy of the Travel Card JV
- Copy of the bank statement
 - The Travel Card Journal Voucher number is to be written on the front of each bank statement along with two signatures for proof of previous review.
- Itemized receipts
 - Be sure that itemized receipts are behind or attached to the bank statements in the order they appear on the statements.
 - If you have small receipts, they should be taped/stapled individually to and 8.5X11 sheet of paper. Please do not tape over the writing on the receipts; this causes the ink to fade and become illegible over time.
 - No Mississippi State sales tax is to be charged on any receipts. If tax was charged, get a credit for the tax.
 - For more information on Mississippi State sales tax exemption, a copy of the tax exempt letter/certificate that is signed by our director, Don Buffum, can be found on the Procurement and Contracts website.
[Tax Commission Exemption Letter](#)
[Tax Exemption Certificate](#)
- Appropriate travel forms that should accompany receipts

Please make copies for your records. This will make the process much more efficient when it is time for your audit.

X. Online Statement Access

If you need access to view statements for a new Travel Card account, please follow these instructions:

1. Complete Statement Access Request Form and send it to Travel Services.
2. Once it is received, we will send you an e-mail with your user ID and password.
3. Go to the bank website www.incommand.umb.com.
4. Enter your user ID and password.
5. Click on the E-Statements tab.

The screenshot shows the UMB online portal interface. At the top, there are navigation links for 'Administration' and 'Cost Allocation', and 'Home' and 'Logout' buttons. The UMB logo is prominently displayed with the tagline 'Count on more.®'. Below the logo, it indicates the user is logged in as 'Mary Mangler', an auditor for 'MILE HIGH MADNESS', with a login time of 1/14/14 at 11:16. The main navigation bar includes 'E-Statements' and 'Transactions'. The 'E-Statement' section displays card information for 'KAREN S PEASE, *****0158', including 'CAC Level 2: AIR', 'Credit Limit: 0.00 USD', and 'Bank Status: CLOSED'. A 'Select Cardholder' button is present. Below this, there are three columns: 'Online Statement' with a list of dates (01/13/2014, 12/12/2013, 11/13/2013, 10/11/2013); 'Current Delivery Method' showing 'Electronic' with a 'Change' button; and 'Manage Card Account' with a 'Manage Card Account' button.

6. Continue to give instructions on finding statements based on the set up of UMB's website.

If you have forgotten your user ID or password, please e-mail Travel Services.

If you already have a UMB user ID and would like to have an account added to your list, please fill out the Statement Access Request form. If you would like to have an account removed from your list, please contact Travel Services directly.

****Please do not contact the bank for help with resetting your password.****

XI. Processing Travel Card Journal Vouchers

The monthly billing of Travel Card transactions will be loaded into Banner creating a journal voucher for each organization code. Once these numbers are assigned, Travel Services sends an e-mail to the Travel Card Administrators stating that the journal vouchers are in Banner and are ready to be processed. The bank statements will be available to view online around 13^h of each month.

Travel Services will indicate in the e-mail the date all documents must be complete. This includes completing the journal voucher and obtaining approvals from all approval queues. It is the department's responsibility to contact their departmental approvers to ensure completion of the process by the deadline.

The Travel Cards belonging to those who do not meet the deadline will be suspended. The cards will remain suspended until the documents have been completed and approved. The suspension policy is as follows:

- 1-2 late payments in a 12 month period: card closed for 1 day.
- 3 late payments in a 12 month period: card closed for 7 days.
- 4 late payments in a 12 month period: card closed for 30 days.
- 5 late payments in a 12 month period: meeting with cardholder, Travel Card administrator, and department head to determine the future of the card.

Listed below are detailed instructions on how to process a Travel Card Journal Voucher.

1. The department will use Banner form FZIPCDT to determine the document numbers of the journal vouchers containing transactions that will be posted against their organization codes.
 - a. From the main menu in Banner, type FZIPCDT, and press enter. This will take you to the Travel Card JV Document Inquiry form.
 - b. Type the user ID of anyone who has level one approval authority for your organization code, press enter, and control/page down. The travel card approval structure will be the same as the approval structure for direct pay vouchers and purchase order invoices.
 - c. You should see a list of the journal vouchers you will need to process. Write down the journal voucher number(s).
 - d. Exit this Banner form.

2. To process your Travel Card transactions, use Banner form FWAJVPC or FGAJVCD depending on your access. From this form, you will need to verify all transactions charged against your organization code(s).
 - a. From the main menu in Banner, type FWAJVPC or FGAJVCD, and press enter. This will take you to the Journal Voucher Entry Form.
 - b. Type the journal voucher number from your JV Document Inquiry Form list generated in Step 1 above. Press enter twice, and then control/page down twice. This will take you to the transaction detail page of the journal voucher. Please make a note of what your starting document total is.
 - c. Verify all of the transactions listed in the journal voucher by pressing the down arrow key from one record to the next. **Any changes that need to be made to the fund, organization, program, or activity codes should be made at this point. The account code is predetermined by where the purchase was made and can be changed to better reflect the purchase.**
 - d. If a transaction needs to be split between two or more accounting distributions, or if an item needs to be deleted from the journal voucher, follow the instructions for editing a journal voucher in Step 6.
 - e. The last record is a zero record and will have to be keyed before completing the voucher. It will contain the sequence number, journal type (FTSO), and description (Monthly Travel Card Purchases). You will need to type the following information: accounting distribution, amount, and credit indicator.
 - i. The following accounting distribution must be entered for the last record: 100000 999999 212011 999999
NOTE: If you type TC in the index field, and press enter, the above accounting distribution will automatically populate in these fields.
 - ii. To calculate the amount for the last record, add all debit charges and subtract all credit charges. The debits minus the credits will give you the net amount to be charged to the contra account and paid to VISA.
 - iii. Type "C" in the debit/credit indicator field. This is the field labeled "Debit/Credit" next to the amount field. If you have a credit balance on your statement(s), type "D" in this field.
 - iv. Click on "Save" to commit these changes, and control/page up.
 - f. This will bring you back to the Journal Voucher Document Header information. At this point, you will need to change the document total to include the amount that was entered on the last sequence of the journal voucher. This document total is a hash total in Banner. The amount that appears in this field when you open the journal voucher is a total of all of the amounts in the journal voucher. This total does not recognize the difference

between debits and credits; it simply sums the amounts shown in the amount fields.

- i. Add the amount that you entered in the last record to the original documents total. The sum of these two amounts should be entered as the new document total. Do not enter any amount in the Distribution Amount Field.
 - ii. Control/page down twice.
 - iii. To check your entries, print a Journal Voucher Listing (FWGJVLST) before completing and submitting the Journal Voucher for approvals. Always put a copy of the Journal Voucher Listing with your statement for future reference.
 1. Process for printing journal vouchers
 - a. Click on "Options".
 - b. Scroll down to "Print Journal Voucher."
 - c. Control/Page down
 - d. Enter printer name.
 - e. Control/page down
 - f. Enter Travel Card Journal Voucher number in the first field under "Values."
 - g. Press "Submit" and save.
 - h. Exit back to your journal document.
 - i. Once all transactions are verified by your printout, control/page down.
 - iv. Click on "Complete", and you should receive a message that says "Document Completed and Forwarded to the Approval Process." Once the document is complete, it will take you back to the document number on the Journal Voucher Entry Form. If you would like to double check to make sure the document is complete, control/page down, and it will show a "C" in the document status and will give you a message at the bottom of the screen stating, "Document has been completed. No changes allowed."
 - v. Exit the Journal Voucher Entry Form.
3. Approval of the journal voucher – It is the Travel Card Administrator's responsibility to make sure the journal voucher is approved through all departmental levels. Banner form FOAINP can be used to determine in which queues the completed journal voucher is located. In the form, enter the journal voucher document number and control/page down. The left side of the form will tell you in what queues the

document must be approved, and by clicking on a specific queue, the right side of the form will tell you who has approval authority for that queue. The final approval queue will always be the Invoice Final Queue. If the documents is only showing in this queue, then no other action needs to be taken by the department.

4. Viewing a Journal Voucher
 - a. Banner form FGIJSUM can be used to view a journal voucher that has not posted.
 - b. Banner form FGIDOCR can be used to view a journal voucher that has posted.

5. Printing a journal voucher that has posted
 - a. Process FWGDTPC (Document Total Report) can be used to print a journal voucher that has posted.
 - b. Enter the process name, and control/page down.
 - c. Enter the printer name, and control/page down.
 - d. Enter the beginning document number, and press the down arrow key.
 - e. Enter the ending document number, and press the down arrow key.
 - f. Enter the fiscal year (ex. 14), and control page down.
 - g. Click "Submit" and save.

6. Editing a journal voucher
 - a. Deleting records: To delete a record, place the cursor on the record you wish to delete. On the "Toolbar", place your cursor on "Record", and then click on "Remove." You should not need to delete a record unless you have spoken with Travel Services regarding a fraudulent transaction or an item that needs to be disputed with the bank.
 - b. Inserting Records: To insert a record, place your cursor on the record above where you wish to insert a new record. On the "Toolbar", place your cursor on "Record", and then click on "Insert." F4 will copy the original record over into the new record. Press enter and Banner will automatically assign an unused sequence number to the new record. You can also insert a record at the end of a journal voucher. If you add the records at the end of the journal voucher, please remember to use the same account code and description as the original record. You should not need to insert a record unless you are splitting a transaction between two or more account distributions, or if you are adding back a disputed item that was deleted from a previous journal voucher.

Please call before editing if you are unsure. The only way to restore a journal voucher to its original state is to manually re-key the document. If you are having trouble processing your JV, please contact Travel Services.

XII. Disputed Items

The disputed items process permits a cardholder to deny payment of a fraudulent charge that may appear on his/her statement until the problem is determined. Fraudulent charges are the only permissible disputed charges.

When the cardholder realizes there is a fraudulent charge on his/her card, it is the cardholder's responsibility to notify the cardholder administrator immediately. The department administrator is responsible for contacting Travel Services. Travel Services will then contact the bank and assist the department with all of the appropriate paperwork needed to resolve the fraud case.

The cardholder administrator will remove the disputed item from the journal voucher. It will be paid by the University through a control account. Once the problem is resolved by the bank, the bank will issue a credit to the department's account. When the credit is received, the department is to remove the credit from the journal voucher so the control account can be reimbursed.

All cardholders should be sure to check transactions on their cards regularly. If fraud has occurred, it is best that it is discovered as early as possible in order to lessen the chance of additional fraudulent charges.

XIII. Lost or Stolen Card/End of Employment

If you have lost your card, or think it may have been stolen, please contact Travel Services immediately.

When you end your employment with MSU, you are required to turn in your MSU Travel Card to Travel Services.

XIV. Failure to Comply with Law, Policies and Procedures

According to page 3, section 107 in the Travel Card Guidelines, Policies, and Procedures Manual provided by the Office of Purchasing, Travel, and Fleet Management (OPTFM), cardholders and supervisors/approving officials are to use the MSU Travel Cards in accordance with all of the policies and procedures that have been outlined. Cardholders who knowingly neglect or fail to comply with these requirements and policies that govern the MSU Travel Card Program may be subject to suspension or termination of card privileges or other disciplinary action; and criminal prosecution to the fullest extent of the law.

XV. Contact Information

Please feel free to call Travel Services with any questions, problems, inquiries, or concerns you may have regarding your MSU Travel Card or the MSU Travel Card Program. You may contact Travel Services by phone or e-mail.

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