

*Travel Card*

Department Chairs and faculty in need of a Travel Card need to complete training through Purchasing and Travel. A Travel Card will be issued after satisfactory completion of the process.

**Highlights of Travel Card Guidelines**

Procedure: **PREAPPROVAL IS REQUIRED BEFORE MAKING ANY TRANSACTIONS ON T-CARD**

1. Complete Travel Advance Prepayment Form and attach supporting documentation
2. Obtain all necessary signatures
3. Once you receive the approved Travel Advance Prepayment Form, you may then use the T-Card to pay for the approved travel expenses
4. Be sure that your T-Card transactions do not exceed the approved amount on the Travel Advance Prepayment Form
5. Funds must be available in your budget

<b>Cash Advance - Make Check Payable to (Travel must include Students):</b>	T-Card	<b>Amount:</b>
Banner ID# Kerri Jordan (10 Students x \$41/day x 1 day)		<b>410.00</b>
<b>Prepayment of Hotel - Make Check Payable To (include mailing address):</b>	T-Card	<b>Amount:</b>
Banner ID# Marriott 1234 Hotel Blvd Richmond, VA 99999		<b>453.71</b>
<b>Prepayment of Registration - Make Check Payable to (include mailing address):</b>	T-Card	<b>Amount:</b>
Banner ID# American Accounting Association		<b>150.00</b>
<b>Airline Ticket Authorization (to be completed by A/P)</b>	(Travel Agency) or (Personal) Credit Card in box	<b>Amount:</b>
<b>T#</b>	T-Card	<b>349.00</b>

\*\*\*Hotel-be sure to include room and taxes

\*\*Airfare - \$100 buffer/ If price increases over \$100, re-approval is required Required Signatures:

**ALL TRAVEL REQUIRES SIGNATURE THROUGH DEAN/VC LEVEL.**

In addition, if the funding source is:

1. Grant (21XXXX) -Contracts & Grants approval
2. Tittle III Grant (21XXXX) -Provost approval, Tittle III approval and Contracts & Grants approval
3. Agency Fund (8XXXXX) -Trust Fund Accountant approval (Financial Services)
4. Endowment (24XXXX) (25XXXX)-Endowment Accountant approval (Financial Services)
5. PDC-Provost approval, Tittle III approval and Contracts & Grants approval

The T-Card can be used to pay for the following charges:

1. Hotel
2. Airfare/Amtrak
3. Registration Fees/Webinar Fees
4. Rental Vehicle
5. Airline Baggage Fees
6. Gas
7. Parking
8. Taxi/Uber

9. Meals (for student group travel ONLY)

**ALL CHARGES MUST BE IN COMPLIANCE WITH WSSU TRAVEL POLICIES AND STATE REGULATIONS**

Limits:

- Single Transaction Limit - \$2,500.00
- Daily Limit - \$5,000.00
- Monthly Limit - \$10,000.00
- If your transaction will exceed the single transaction limit, you must contact the T-Card Administrator to request an increase. The T-Card administrator will contact P&C for approval. If approved by P&C, you will receive a one-time single transaction limit increase to allow the transaction.

**KEEP ALL RECEIPTS & BOARDING PASSES**

Reconciliation:

The Travel Card (T-Card) is a P-Card that is being used for travel purposes. You will reconcile your transactions through the Works application just as P-Card transactions are reconciled and submit a packet to the T-Card Administrator (Purchasing Services) by 4:00pm on the 5th of every month.

**Travel Account Codes:**

931110	Instate Trns Air(L4)
931120	Instate Trns Ground(L4)
931130	Instate Trns Other(L4)
931140	Instate Subs Lodging(L4)
931150	Instate Subs Meal(L4)
931160	Instate Other Tip(L4) DO NOT USE
931190	Instate Registration(L4)
931210	Out State Air(L4)
931220	Out State Ground(L4)
931230	Out State Trns Other(L4)
931240	Out State Sub Lodging(L4)
931250	Out State Sub Meals(L4)
931260	Out State Substi(L4)
931290	Out State Registr(L4)
931310	Out Country Air(L4)
931320	Out Country Ground(L4)
931330	Out Country Oth Trns(L4)
931340	Out Cntry Sub Lodgin(L4)
931350	Out Cntry Sub Meals(L4)
931360	Out Cntry Subst(L4)
931390	Out Cntry Registr(L4)
931410	Board Nonemp Transp(L4)
931420	Student Travel(L4)
931440	Board Nonemp Trav Su(L4)