



Welcome to Cardholder's Travel Training

May 23, 2017



Presenters

- Rachel Neal, Controller
- Angela Harris, Disbursements Manager

Topics addressed in this presentation

- **Changes in State requirements for cardholders**
- **Changes in the University's Policy**
- **Procedural changes**
- **Organizational changes within the Controller's Office and Disbursement's Office (i.e. who handles what)**
- **Answer any questions you may have**

Controller's Web page

What's New

Controller's Web page

Travel Information has been added to Controller's Web page

- Go to GSUNet
- Click on Popular Links (on the left)
- Select Controller's Office (from the drop box)
- Click on Travel Information (on the left)

The screenshot shows a web browser window displaying the GSUNet website. The browser's address bar shows the URL <http://gsunet.gram.edu/controller/travel.php>. The website header features the GSUNet logo and a navigation menu with links for Popular Links, GSU Website, Banner Web, GSU Mail, Moodle, Athletics, NEW Banner, and iService Desk. The main content area is titled "Controller's Office / Travel Information" and "Travel information for Faculty & Staff:". A welcome message states: "Welcome to the travel information page for GSU Faculty and Staff. Please see the travel forms, documents, and policies below. If you need further assistance and/or have questions, please contact the Controller's office at 318-274-6170." The page is organized into three sections: "Travel Documents & Forms" with a list of 12 items including travel guides, forms, and spreadsheets; "Travel Policies" with two items, one of which is noted as under revision; and "Additional Travel Resources" with three external links.

Travel Documents & Forms

- 2016-17 State Travel Guide (PPM48)
- State Employees Pocket Guide to Travel Regulations 2016-17
- Travel Office - Travel Adjustment Form
- Enterprise Rental Booking Form
- Travel Risk Acknowledgement Form
- Payment of Travel Expenses information/Chart
- Meal Per Diem Log Form
- Request for Authorization to Travel Form (PDF)
- Travel Card Approver Agreement Form
- Travel Card Cardholder Agreement Form
- Corporate Travel Cardholder Enrollment Form
- Travel Expense Report Form (PDF)
- Travel Card Log (Excel Spreadsheet)

Travel Policies:

- 52004 - Travel Policy (** New travel policy is under revision*)
 - 52004.5 - Travel Card Policy

Additional Travel Resources:

- State of Louisiana Employee's Travel Website
- Short's Travel Management - State of Louisiana
- State of Louisiana Travel Management Login

Organizational Changes

(Who Does What?)

Controller's Office

Mrs. Jacqueline Whitaker,
Assistant to the Controller

whitakerj@gram.edu

ext. 6170

- **Processes Credit Card Applications**
 - (i.e. Corporate Travel Cardholder Enrollment form)
- **Issues Credit Cards to Employees**
- **Traces Dormant Cards**

Controller's Office

Mrs. Rachel Neal, Controller

nealr@gram.edu

ext. 6426

- Monitor Cardholder Compliance
- Adjust Cardholder Credit Limits
- Monitor Group Travel/Team Travel Credit Limits
- Resolve card use issues

Monitor Cardholder Compliance

- Current Cardholder Application on file
- Current Cardholder Certification on file
- Cardholder Training completed in LEO
 - Please note all of these must be updated annually
 - Any non-compliance will result in the travel credit card being suspended.
- Unauthorized use of Credit Card
 - A cardholder is only allowed 2 instances of unauthorized use in a 12-month period before their card is cancelled.

Adjust Cardholder Credit Limits

- **Increase and decrease credit limits as needed**
 - Individual Travel Cards
 - Team Travel Cards

Resolve card use issues

- **If a cardholder cannot use their card**
- **Card has been compromised and you have experienced fraudulent activity**

Disbursement's Office

Mrs. Angela Harris, Disbursement Manager

harrisal@gram.edu

ext. 2752

or

Mrs. Margarette Calloway, Disbursement Specialist

callowaym@gram.edu

ext. 3367

- Processes Enterprise Rental Forms

Disbursement's Office

Mrs. Beverly Bass, Disbursement Accountant

bassb@gram.edu

ext. 2576

- Individual new employee/cardholder training
- Process travel authorizations
- Liquidate (close out) encumbrances
- Process payments for airfare (Short's Travel)
- Process expense reports
- Collects Bank of America statements and completed travel card log

University Card Travel Policy

What's New & What you need to pay special attention to

What's New

- **Request for authorization** to travel form must be submitted to the travel office 10 business days prior to each trip for foreign, out of state, and all conference convention travel by employees.
- **Travel expense reports** along with all original receipts and other supporting documentation must be submitted to the travel office within 10 business days of the travelers return from travel.
- Cardholder's must submit their Bank of America statement, completed travel card log, travel authorization, and copies of supporting documentation (receipts) to supervisor/approver for review and approval. The supervisor/approvers must approve and submit all the bank statements, completed travel card logs, travel authorizations, and copies of supporting documentation to the travel office by the 10th of the Month.
 - Non-compliance will result in card being suspended.
 - Cardholders please verify where your statement are being mailed
 - Please note: statements **MUST** be mailed to an on-campus address (your personal address cannot be used)

Travel_Card_Log - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Acrobat QuickBooks

Clipboard Paste Copy Format Painter Font Paragraph Alignment Merge & Center Number Conditional Formatting Styles Insert Delete Format Clear Sort & Filter Find & Select

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TRAVEL CARD LOG SHEET
Turn your reconciliation statements that list all of the purchases into Travel Disbursement Office at the end of business on the 10th of each month, even if you did not use your card during this period.

4	Period:	Cardholder Printed Name:		
5	Date	Vendor	Description	Current Month Purchases
7				\$ -
8				\$ -
9				\$ -
10				\$ -
11				\$ -
12				\$ -
13				\$ -
14				\$ -
15				\$ -
16				\$ -
17				\$ -
18				\$ -
19				\$ -
20				\$ -
21				\$ -
22				\$ -
	Total Current Month Purchases			\$ -

Note: Total Current Month Purchases must agree to the total on the Bank of America Statement

I HEREBY CERTIFY THAT ALL PURCHASES DURING THE PERIOD HAVE BEEN LISTED ON THE LOG SHEET BELOW, THAT I HAVE ATTACHED SUPPORTING DOCUMENTATION TO VERIFY PURCHASES, AND THAT THIS LOG HAS BEEN RECONCILED TO THE ATTACHED MONTHLY CHARGE CARD STATEMENT.

Cardholder Signature

I HEREBY CERTIFY THAT THE EXPENSES LISTED ON THIS LOG SHEET HAVE BEEN REVIEWED AND APPROVED AS NECESSARY FOR THE CONDUCT OF BUSINESS OF THE UNIVERSITY.

Supervisor Signature

Master Copy Instructions SAMPLE

Count: 0 Sum: 0 100%

What you need to pay special attention to

- **Cardholder must always check their hotel bill and/or folio to make sure in-state sales tax hasn't been charged**
 - If in-state sales taxes are charged, it is the cardholder's responsibility to get a credit issued to their card, or cardholder will be made to reimburse the university the total amount of the sales taxes charged.
- **Each cardholder must provide original invoice and supporting documentation for each purchase**
 - Failure to do so will result in the cardholder having to reimburse the University for these charges.

Questions?

