

Use the Travel card for all travel and entertainment expenses

The UC Davis Travel Visa card should be used to charge all business travel and entertainment expenditures.

Use the Travel card for cash advances or pre-trip payments

Use your Travel card to pay for travel or entertainment expenses in advance of the trip or event.

- Payment transactions load into AggieTravel as an imported expense.
- Reconcile the expense(s) on an AggieTravel report, so U.S. Bank is paid right away.
- No need to wait for the trip/event to conclude to reconcile Travel card expenses!

Cash Advances are available using your Travel card just like an ATM card at a bank.

- Your PIN number arrives just before your Travel card by U.S. mail. Save the PIN!
- If you lost your PIN, contact U.S. Bank at the number printed on the back of the card to request a new PIN.
- Cash Advances load into AggieTravel like other card transactions, and must be reconciled on an AggieTravel expense report.
- If a portion of your advance is unused at the end of the trip or event, reconcile the remaining amount as a Personal or Non-Reimbursable expense and remit payment to U.S. Bank directly for that amount. Enter the payment confirmation from U.S. Bank in the Personal or Non-Reimbursable expense entry.

Most banks provide larger cash advances if you go inside the bank, rather than use the ATM machines.

- If you need your cash advance limit increased, contact the Travel Help desk at travelhelp@ucdavis.edu before going to the bank.

If you move or change addresses

Your U.S. Bank Travel card is just like every other credit card in your wallet; if you move, you should immediately notify them of your new address (the Card Program team does not know if you move, and will not report a new address to U.S. Bank).

Failure to update your mailing address can result in lost replacement cards, missing statements, delayed report processing in AggieTravel, and late fees.

Reporting a replacement card

If your card is lost, stolen or compromised by fraudulent activity, U.S. Bank will issue you a new card.

- Contact U.S. Bank by phone **(800) 344-8696** (24-Hour Customer Service) to report a lost or stolen card, or to report any suspected fraudulent activity.
- Remember to save or memorize your new PIN #
- Always destroy your old card upon activating your new card.

Traveling outside of the United States

At least 10 days before traveling out of the country, notify the Card Program team of your trip.

- The Card Program team will notify U.S. Bank to reduce the chance of a fraud flag, and you should contact U.S. Bank directly using the number printed on the back of your card.

Remember, most other countries utilize the full Chip and Pin technology to reduce fraud.

- Make sure to have your PIN # memorized or written in a safe place before traveling abroad.

ALL foreign travel must be registered with UC Travel Risk Management.

- <https://ehs.ucop.edu/away>

Paying expenses on behalf of non-card holders

Under certain circumstances, you are permitted to use your Travel card to make payments on behalf of other travelers, like non-employees or employees without access to their own Travel card.

- All UC Davis employees, if expecting to travel or entertain, should apply for their own Travel card to be used for their own business expenses.

The most common scenarios include paying for a non-employee's transportation or lodging costs, such as taxi, shuttle, or hotel services.

- If booking a hotel near the UC Davis campus or hospital, use the campus CTS payment method.
- If booking airfare, use AggieTravel and the CTS payment option.

If paying for another traveler's meals while on a trip, be sure to include clear and complete comments so the processors know whose meals were paid for, including full name and affiliation.

Always include all related report or document keys in your expense report.

- Lack of a related report key is one of the most common reasons reports are returned for correction.
- Travel Accounting must be able to see all trip expenses in order to properly audit the report even if part of the expenses were on another report.

If one of your employees separates from UC Davis

Contact the Card Program team at cardprogramhelp@ucdavis.edu if an employee separates.

- Unapproved and/or unreconciled charges on an employee card are the responsibility of the employee's department, so it is important that separated employee status be reported to the Card Program team as a normal part of off-boarding.