

Best Practices: Travel and Entertainment Card

Using your Travel card for cash advances or pre-trip payments

1. If paying for a travel or entertainment expense in advance of the trip or event, and the vendor accepts credit cards, it is highly recommended that you use your Travel card.
 - a. Payment transactions load into AggieExpense as an imported expense in the Available Expenses.
 - b. If greater than 2 weeks from the trip or event, you can reconcile the expense on an Expense Report.
2. Cash Advances are available using your Travel card just like an ATM card at a bank.
 - a. Be sure to save your PIN number from when you originally received the card.
 - b. If you lost your PIN, contact US Bank at the number printed on the back of the card to request a new PIN.
 - c. Cash Advances will load into AggieExpense just like other card transactions, and can be reconciled on a Travel or Entertainment report.
 - d. If a portion of your advance is unused at the end of the trip or event, you must write a check to UC Regents for that remainder.
3. Most banks will provide larger cash advances if you go inside the bank, rather than use the ATM machines.
4. If you need your cash advance limit increased, contact the Travel Help desk at expensehelp@ucdavis.edu.

Traveling out of the country

1. If you plan to travel out of the country, you should notify the Travel Help desk within 10 business days of your trip.
 - a. The Travel Help desk is able to ensure that US Bank has the proper coding on your card to help reduce the chance of a fraud flag.
 - b. You can also contact US Bank directly, using the number printed on the back of your card.
2. Remember, most other countries utilize the full Chip and Pin technology to reduce fraud.
 - a. You should make sure to have your PIN # memorized or written in a safe location before traveling abroad.
3. Also, Foreign trips must be registered...
 - a. <https://ehs.ucop.edu/away>

Paying expenses on behalf of non-card holders

1. Under certain circumstances, you are permitted to use your Travel card to make payments on behalf of other travelers, such as non-employees or employees without access to their own Travel card.
 - a. All UC Davis employees, if expecting to travel or entertain, should apply for their own Travel card.
2. The most common scenarios include paying for a non-employee's transportation or lodging costs, such as taxi, shuttle, or hotel services.
 - a. If using a [preferred provider](#), using the campus CTS payment method is preferred.
 - b. Otherwise, using your Travel card is recommended.
3. If paying for another travelers meals while on a trip, be sure to include clear and complete comments so the processors know whose meals were paid for.
 - a. Policy audits are triggered if meals exceed the daily allowed limit per person.
4. For all circumstances, be sure to include any related report or document keys in your report.
 - a. Lack of a related report key is one of the most common reasons reports are returned for correction.
 - b. Central Travel 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.

Reporting a replacement card

1. If you lose your card, or you are victim of a fraud, contact US Bank and they will issue you a new card.
2. If you have fraud charges, please complete and return the required documentation from US Bank. Once they receive it, they will issue a credit(s).
 - a. An Expense Report will need to be created to clear the fraud charge and credit.
3. Always destroy your old card upon activating your new card.

Best Practices: Travel and Entertainment Card

If an employee is transferring to another department

1. Contact the Travel Help desk at expensehelp@ucdavis.edu to request they cancel the card.
2. If the employee needs a travel card in their new department, then they will need to re-apply for the card.

If one of your employee's separates from UC Davis

1. You should immediately contact the Travel Help desk at expensehelp@ucdavis.edu to inform them.
 - a. The Travel Accounting office will routinely review separated employee lists from UC Path and deactivate cards, but this may happen up to 15 business days after an employee separates.
 - b. Unapproved and/or unreconciled charges on an employee card are the responsibility of the requesting department, so it is vital that separated employee status is reported to the Travel Help desk as a normal part of off-boarding.