OFFICE OF THE CONTROLLER

General Accounting – Travel Team
Travel Card Training

September 2024

UNIVERSITY OF
South Carolina

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Travel Card Program Overview

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Benefits of the Travel Card Program

- Reduce the monetary burden to the traveler

- An easier method to handle online registration

- No longer need to set up a Supplier to go through Payment Request

- No longer need to go through a travel agency for airfare - saving the fee
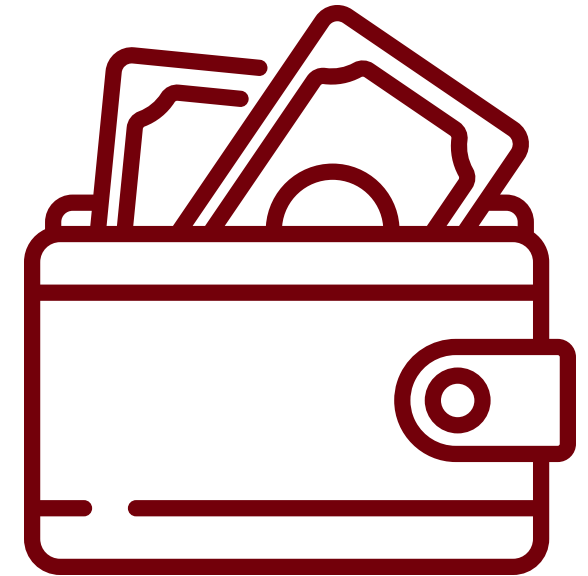
Two Travel Card Options

Individual Travel Card: Individual travel for airfare, hotel, and registration.

- Card holder or Liaison will be responsible for the monthly bank statement/expense report
- Department Head approval required
- This card can be used for the individual's travel **only**

Department Travel Card: Airfare and registration for individuals within the department.

- Airfare for employees, students and non-employees
- Registration for employees and students
- A travel card liaison will be responsible for the monthly bank statement/expense report
- Department Head approval required

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Travel Card Limits

Individual Card Limits

- $2K Single Transaction Limit - $10K Limit/Month
- $2K Single Transaction Limit - $15K Limit/Month
- $3K Single Transaction Limit - $20K Limit/Month
- $5K Single Transaction Limit - $25K Limit/Month
- $5K Single Transaction Limit - $30K Limit/Month

Department Card Limits

- $3K Single Transaction Limit - $20K Limit/Month
- $4K Single Transaction Limit - $30K Limit/Month
- $5K Single Transaction Limit - $50K Limit/Month

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Roles and Responsibilities

- Cardholder must be a USC employee.

- Travel card must be used in accordance with the Travel Policy and Procedures. (FINA 1.00 Travel)

- Card is to be used only to pay flights, registration, memberships and hotels (only on individual cards) for the legitimate benefit of USC.

- Cardholder receives card after training with liaison and execution of Travel Cardholder Agreement.

- Recurring violations of the policies and procedures will result in the card being revoked or other disciplinary action, including possible employment termination.

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Using My Wallet

What is My Wallet

- Travel Card Transactions(charges) are interfaced from Bank of America into PeopleSoft My Wallet daily.

- Cardholders and Liaisons are responsible for reviewing and updating each of these card charges before they are consolidated into the Expense Report statement.

- Please allow 1-2 additional days to interface into PeopleSoft.

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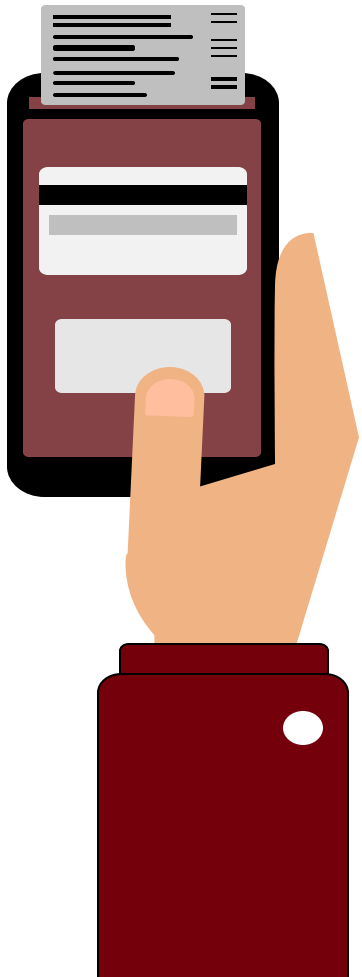
How to Use My Wallet

- The following can be updated using My Wallet:
    - ✓Entering correct description per type of traveler for each transaction.
    - ✓The Expense Type may be changed to prevent the need to change the GL account after the transaction is copied into the expense report.
    - ✓Attaching the receipt to the transaction.

- All updates made in My Wallet carry over to the Expense Report.

- Some requirements may be completed on the expense report page.

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Required Descriptions by Type

Employee: USCID, Name, TA (if applicable), Date, Location, Type of Conference
- **Example:** U12345678: Joanne Callahan: 9/01/2024 - 9/05/2024: Orlando, Conference)

Student: TA, Student, USCID, Name, Dates, Location, Type of Conference
- **Example:** 01234: Student: U12345678: Joanne Callahan: 9/01/2024 - 9/05/2024: Orlando: Conference)

Non-Employee: TA, Non-Employee, Name, Dates, Location, Type of Conference
- **Example:** 12345: Non-Employee: Joanne Callahan: 9/01/2024 - 9/05/2024, Orlando: Conference)

Demonstration

- How to Use My Wallet
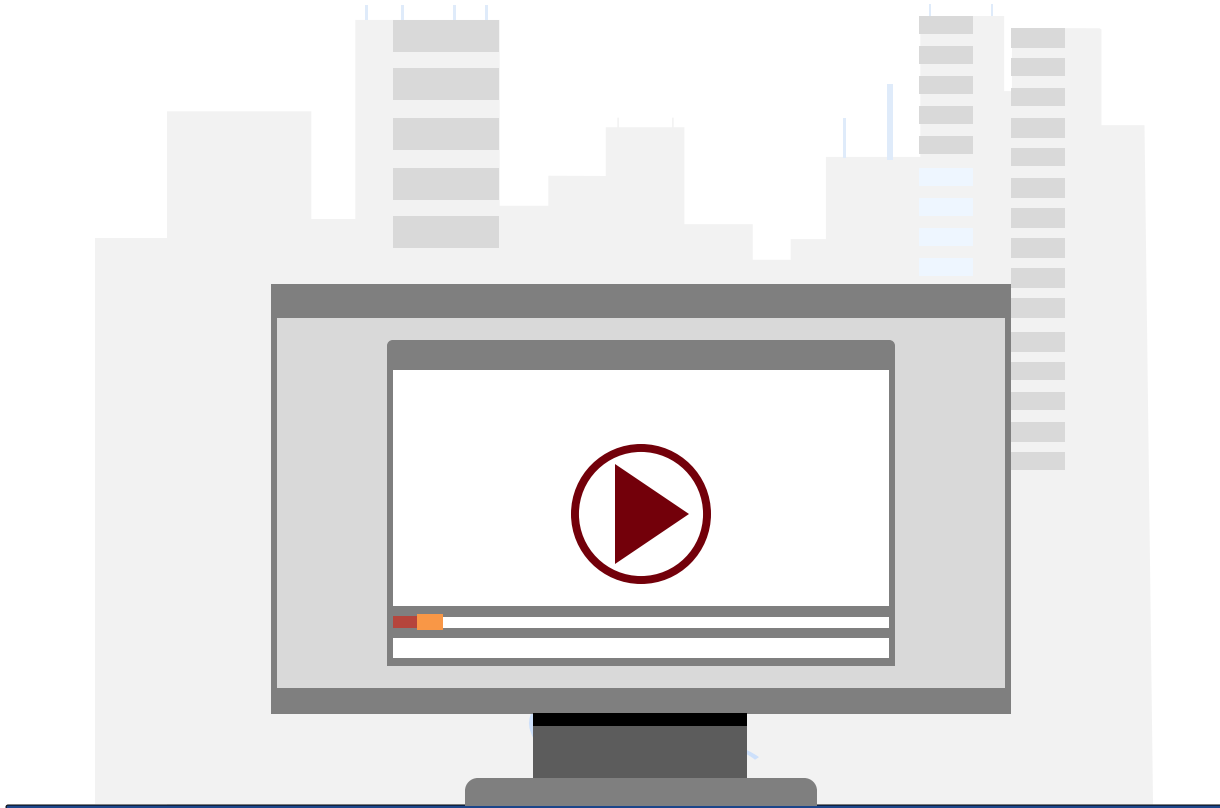
Creating an Expense Report

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Expense Report

- The PeopleSoft page where all travel card transactions posted to the monthly statement are assigned to the travel card expense report.

- As the Liaison, your USCID will default. Search using the USCID of the cardholder is creating on behalf of the cardholder.

- Select the **business purpose – Travel Card**. After entering the expense report, the business purpose can't be changed.

- Use Default Accounting for Report action to populate the accounting detail for each expense line. Just be sure to change it if different for a line(s).

- Expense report can be created early in the month and add my wallet transactions to it periodically.

- If your department scans all receipts on to one document; this attachment can be added at the end of the month before the expense report is submitted.

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Demonstration

- How to create an expense report from My Wallet
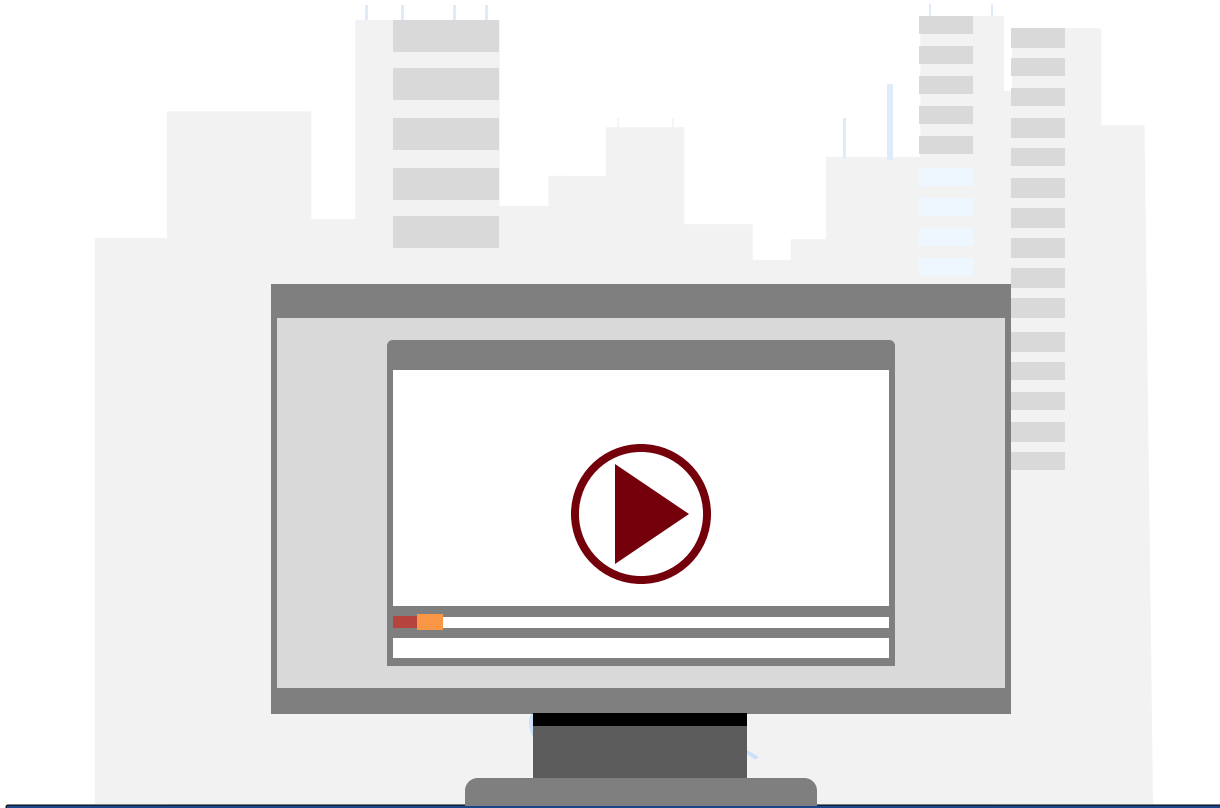
Compliance & Violations

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Compliance

- Expense Reports must be fully approved in PeopleSoft within 30 days after the last day of the billing cycle.

- Cards will be suspended if the expense report is not paid/approved within 30 days of the billing cycle.

- Be sure to complete a monthly audit/review before submitting for approval.

- Please remember expense reports are subject to external and internal audit.

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Travel Card Violations

If an expense is charged on the card that is not allowed (meals, first class airfare, etc.):

- The card will be suspended.

- The individual will have to reimburse the University and attach a copy of the deposit transmittal to the expense report.

- A memo will be required stating they violated the Travel Card policies and procedures signed by their department head. (This should also be attached to the expense report.)

- Recurring violations of the policies and procedures will result in the card being revoked.

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Resources & Contacts

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Where to Find Resources

For travel card resources, visit the Card Program section on our [Treasury Management](#) page.

Where to Find Training Resources

For Travel Card training resources, visit our Business Manager page.

Controller's Office Contact List

General Accounting (JEs, JVs, Apex, GL issues/Questions)	Email Address
General Email Address	genacctg@mailbox.sc.edu
Cash Advance Settlement	cashadvc@mailbox.sc.edu
Payroll Retro Journal Entries	retroje@mailbox.sc.edu
Chartfield Maintenance	cfmaint@mailbox.sc.edu
Moving & Relocation Mailbox	moving@mailbox.sc.edu
PeopleSoft Finance Security Requests	pssecure@mailbox.sc.edu
Accounts Payable	**Email Address**
General Email Address	ap@mailbox.sc.edu
AP Uploads	apupload@mailbox.sc.edu
Supplier Maintenance	apsupplr@mailbox.sc.edu
Travel Office	**Email Address**
General Email Address	teoffice@mailbox.sc.edu
Student/Non-employee Travel Authorizations and Travel Reimbursement Vouchers	tesubmit@mailbox.sc.edu

Controller's Office Contact List

Capital Assets	Email Address
Physical Inventory	physinv@mailbox.sc.edu
Cash Management and Treasury	**Email Address**
General Treasury Email Address	treasury@mailbox.sc.edu
Program Expense Card	cards@mailbox.sc.edu
Team Card	teamcard@mailbox.sc.edu
Travel Card	trvcard@mailbox.sc.edu
Compliance and Tax	**Email Address**
General Compliance Email Address	concpl@mailbox.sc.edu
General Tax Email Address	tax@mailbox.sc.edu
Research/Development Sales/Use Tax Exemptions	rdequip@mailbox.sc.edu
Time and Effort Reporting	timeandeffort@sc.edu

Controller's Office Contact List

Grants and Funds Management	Email Address
Sponsored Award Specific Questions	Contact your **Post Award Accountant** (PAA)

Payroll	Email Address
General Email Account	payroll@mailbox.sc.edu

Questions

THANK YOU!

Office of the Controller

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Alone, we can do so little; together, we can do so much.

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