



## *Adrian College*

### **AC TRAVEL CARD**

The AC Travel Card is designed to provide efficient payment for College travel, entertainment, and meeting expenses. The charges are considered advances, and timely submission of expense reports, with complete documentation supporting the business purpose of the expense, is required, per this policy, to clear such an advance.

The AC Travel Card is a privilege extended to those faculty and staff (excluding student employees) that must travel or entertain on behalf of the College. The AC Travel Card cannot be used to purchase items that are not reimbursable business expenses. Fraudulent or intentional misuse of the card will result in disciplinary action up to and including reimbursement of disallowed or undocumented expenses, card cancellation, and possible termination of employment. Only reimbursable, business travel expenses may be charged to the AC Travel Card. The College will conduct routine audits of a Cardholder's transactions.

In the event of a declined charge, Cardholders should contact JPMorganChase Cardmember Services for problem resolution. Cardholders must also be prepared to transact any business expenses personally until a replacement card can be provided. Replacement cards may take 7-10 business days. Cardholders will be reimbursed by Adrian College for any such charges that must be transacted by personal means.

#### ***Requesting an AC Travel Card***

An AC Travel Card will be ordered when a faculty or staff member submits their first AC Travel Card Request form. Once the initial request has been received, it will take 7-10 days to receive the card with the Cardholder's name imprinted in the front of the card.

For subsequent requests, please allow 5 days for the credit limit to be established. Please also make sure that appropriate travel dates are provided as the credit limit will return to \$0.00 at the end of each trip.

It is the Cardholder's responsibility to review and reconcile each AC Travel Card request.

It is the Cardholder's responsibility to ensure complete, accurate, and timely submissions. Failure to observe deadlines will result in the suspension of the Cardholder's account.

#### ***Authorized AC Travel Card Use***

The Cardholder will receive a card with his/her name embossed on it. The card is to be used **only** by the Cardholder. Card sharing (allowing others access to card) is prohibited. The Cardholder is required to sign the back of the card. The Cardholder is responsible for all charges on the card.

The AC Travel Card may be used only for reimbursable College travel expenses. Examples of typical AC Travel Card uses are: conference registration, airplane tickets, hotel accommodations, **rental** car expenses, food purchases, and/or restaurant bills incurred in connection with College business. Please

note that spousal or companion expenses are not allowed even if reimbursement is intended. Personal means must be used for those expenses and not intermingled with business transactions.

Fuel may be purchased for College Fleet or rental vehicles **ONLY**. If you are driving a personal vehicle, your mileage will be reimbursed at \$0.45 per mile.

### ***Transactions***

The Cardholder should take reasonable steps to obtain the best pricing available at the time of purchase. It is also the Cardholder's responsibility to ensure that every effort is made to utilize the College's tax-exempt status.

### ***Cardholder Record Keeping***

Each department should ensure that Cardholders maintain adequate documentation for all transactions made with AC Travel Cards.

- When a purchase is made in person, the Cardholder will retain the itemized invoice/receipt. The Cardholder is responsible for checking that the merchant lists the purchase details, such as quantity and full descriptions of the item(s). This particularly applies to meals or catered events where specific items ordered must be listed and included with the receipt. Names of all guests must be listed on the receipt along with the business purpose for the meal.
  - For fuel purchased for Adrian College fleet vehicles, the license plate number and odometer reading *must* be written on the receipt.
- When making a purchase via telephone, Internet, or mail order, the Cardholder must request that an itemized receipt or confirmation of the order be provided directly to the Cardholder.
- In the event of missing receipts or supporting documentation, Cardholders must contact the merchant for a duplicate receipt or invoice. It is possible that, without documentation or a clear business purpose for the charge, reimbursement by the Cardholder may be required.
- It is understood that incidental, personal charges on hotel or restaurant bills may be paid using the AC Travel Card. These amounts must be paid back to the College. Such repayment to the College must be deposited with the Cashier's Office and the deposit form, provided by the Cashier's Office as proof of such repayment, must be attached to the reconciliation and/or receipts supporting the charges incurred on the card. Only these charges are excluded from the personal use prohibition. Out of pocket expenses not paid on the AC Travel Card are to be included in the expense report for reimbursement. These items are not to be combined for a net amount due to, or from, the College.

### ***Disputes***

Cardholders are required to contact merchants directly regarding any disputed transactions. If the card has been used without authorization, this is fraud, not a dispute, and the account must be closed. Before submitting a dispute, the Cardholder must contact the Business Office with details. If the Cardholder is unable to resolve the situation, the transaction must be disputed within 60 days of the date of the charge. This dispute should occur only after a diligent attempt has been made to correct the discrepancy and the merchant has failed to respond.

### ***Audit Procedures***

The Business Office will perform routine audits of AC Travel Card transactions. Such audits will be designed to verify that card transactions are authorized and appropriate, that required documentation has been properly accumulated, approved, and filed, and that no fraudulent or personal use of the card has occurred.

In the event of an audit finding, any of the following actions, depending on the severity of the finding, may be taken by the College:

- Warning letter issued to Cardholder, with a CC: to their immediate supervisor and Vice President
- Card is suspended for up to 3 months
- Card use terminated
- Reimbursement by employee for unauthorized/personal purchase(s)
- Termination of employment

### ***AC Travel Card Security***

Immediately upon receipt of an AC Travel Card, the Cardholder must sign the back of the card. It is the Cardholder's responsibility to safeguard the AC Travel Card and account number. Cardholders must not allow anyone to use his/her card or account number. If an AC Travel Card is lost or stolen, the Cardholder shall immediately notify JPMorganChase at (800) 270-7760, as well as advise the Program Administrator at x. 4560 or (517) 265-5161 x. 4560.

A new AC Travel Card will be issued promptly to the Cardholder after the reported loss or theft. A card that is subsequently found by the Cardholder after being reported lost or stolen must be cut in half and forwarded to the Program Administrator.

### ***Returning the AC Travel Card***

In the event of employment transfer or termination, Cardholders are required to return their JPMorganChase AC Travel Card to either the Program Administrator or their department head. Accordingly, departments are responsible for the timely notification for the cancellation of cards for any transferred or terminated Cardholders. This notice must be provided within two business days of the termination date.

**Contact:**

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Accounts Payable Coordinator  
and AC Travel Card Program Administrator  
(517) 265-5161 x. 4560  
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