**IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES (DAS) CENTRAL PROCUREMENT BUREAU (CPB)**

## TRAVEL CARD TIPSHEET

### What is a Travel Card?

**State of Iowa Travel Cards are commercial VISA credit cards issued by U.S. Bank to State employees for conference registrations and authorized out-of-state travel-related expenses per _DAS-SAE Travel Card Procedure 210.101_.**

*Travel Cards are issued and managed under the State Pcard Program, but the policies for Travel Card use and procedures for payment processing are established by the DAS State Accounting Enterprise (SAE).*

### Types of Travel Cards

There are two types of Travel Cards available, depending upon the department or agency's travel needs.

- An **Individual Travel Card** (for individual use) is issued to an employee for his/her appropriate travel-related expenses only. Expenses for anyone other than the cardholder shall not be charged on this card.
- A **Departmental Travel Card** is issued to a designated employee and may only be used to charge appropriate department travel expenses. The card shall remain in the cardholder's possession and not with the traveling individual. Lodging arrangements made by Department Travel Card shall include instructions stating the card will not be present upon checkout and only the room rate including applicable taxes shall be charged to the card.

### Activating the Travel Card

Once required steps have been completed and the Travel Card is received, the cardholder will need to:

- Call the 800# on the front of the card to activate the card
- When prompted, enter the last four digits of the Social Security number or employee ID provided on the application
- Next, follow prompts to create a four-digit Personal Identification Number (PIN), which may be the same number previously used to activate the card (if desired)
- Sign the back of the card before use

### Registering in Access Online

- To monitor account activity and access billing statements, the cardholder's account will need created in Access Online (U.S. Bank's online card management system) at **https://access.usbank.com**
    - o Enter Organization Short Name – IOWA
    - o Select "Register Online" to be prompted through the set up process.
    - o Note: Passwords are case sensitive
    - o Provide State of Iowa email address and "enable" notifications to receive monthly statement notices
    - o See **Access Online for Cardholders guide** for more instructions

### Travel Card Use

**Travel Department Authorization (TDA)** – Prior to making travel arrangements, employees must submit an **Online Travel Authorization (OTA)** to receive permission for out-of-state travel and create a TDA in the I/3 financial system: https://eservices.iowa.gov/ota/teform.faces. (For accounting code information, contact the department's Financial Manager or finance department.)

- **Individual Travel Card Use** – Once the TDA is approved in I/3, a Travel Card may be used for:
    - o Out-of-state or international registrations (conferences, seminars, webinars) and in-state registrations without meals (no in-state expenses other than registrations are allowed on the Travel Card)
    - o Out-of-state or international airfares (seat assignment and 1 baggage fee), car rentals (no taxis or shuttles), and lodging, including applicable taxes
    - o Meals and personal expenses are prohibited on Travel Cards
    - o For additional reference, see DAS SAE Travel Card Procedure 210.101
- **Department Travel Card Use -In addition to the above, a Departmental Travel Card may be used for the following:**
    - o In-State lodging (Only at Certified for Preventing Human Trafficking establishments)
    - o Purchase of Meals if "integral" to the meeting, conference, retreat or special event as defined in DAS SAE Travel Card Procedure 210.130

- **Other Expenses** – All other travel expenses (business-related expenses eligible for reimbursement and personal expenses that will not be reimbursed) must be paid by the employee with a personal credit card or other form of personal payment. For a list of reimbursable expenses and meal limits, see In-State Reimbursement Summary and Out-of-State Reimbursement Summary.

## Monthly Reconciliation

- ▢ **Cardholder** – Print statement, verify transactions, attach itemized receipts and supporting documentation. Sign statement and submit to approver within agency timelines.
- ▢ **Supervisor/Approver** – Review cardholder statements and documentation; sign and submit to Pcard/Travel Card Coordinator or Accounts Payable for payment or additional pre-audit functions per agency procedures.
- ▢ **Segregation of Duties**
  - o Requires at least 2 people, including a person other than the Cardholder to review/approve transactions.
  - o Approvers must be at least 1 functional job level higher than the Cardholder.
  - o At least 1 Approver signature is required on all statements prior to processing payments.
  - o Approvers must review receipts, itemized packing slips, any informal quote forms, and proof-of-purchase documentation to verify appropriate procedures and physical receipt of all purchases they approve.
  - o Agency Pcard administrators who have a Pcard and/or Travel Card issued in their name cannot be part of the audit or payment approval function of their own card.

## Payment Processing

- **Employee Reimbursement** – Within 30 days of completed travel, the cardholder/employee must complete a Travel Payment (TP) and submit all receipts for reimbursement of allowable expenses, referencing the TDA and all expenses previously paid by Travel Card and attaching all receipts. (See Procedure 280.201.)
- **Electronic Processing** – TPs for employee reimbursement may be submitted in paper form or electronically per the claimant's departmental policy and processes. (See Procedure 280.200.) If submitting electronically, paper receipts must be retained for 1 year beyond the fiscal year for auditing purposes.
- **Travel Card Payments** – Travel Card payments are made to U.S. Bank via a TP (travel payment). If Department Travel Card expenses include multiple travelers, all individuals and corresponding TDA#s should be referenced on the TP submitted with attached receipts. Each employee has an accounting line for each expense on the TP. *Important for AP: The Department or Agency's Travel Card Managing Account has a unique Vendor Customer Number that MUST be referenced on the TP to ensure payment is applied to the correct State of Iowa account.*
- **Referencing Documentation** – Whether an employee reimbursement or payment to U.S. Bank, TPs should always reference the corresponding TDA to ensure expenses are tied to the appropriate trip. The TDA may be "copied forward" in I/3 during payment processing.

**For more information, contact your department's accounting personnel or the DAS SAE Daily Proccessing team.**

## Fraud, Lost, & Stolen Cards

- Notify U.S. Bank immediately: **Lost or Stolen – 1-800-344-5696**; **Fraud – 1-800-523-9078**
- Call or email your Supervisor, Agency Pcard Coordinator, and State Pcard Program management (Pcard@iowa.gov). Upon notification, compromised cards will be cancelled and new cards will be issued.

## Travel Resources

**State Accounting Enterprise (SAE)**

SAE Travel Policy 210: https://das.iowa.gov/state-employees/state-accounting/state-accounting-policy-procedures-manual
SAE Travel Card Procedure 210.101: https://das.iowa.gov/state-employees/travel-and-relocation/210-travel
SAE website for In-State/Out-of-State Travel: https://das.iowa.gov/state-employees/state-accounting/travel-relocation
Travel Payments: https://das.iowa.gov/sites/default/files/acct_sae/sae_manual/280/280-201.pdf

**State of Iowa Purchasing Card Program + Travel Cards**
▢ Purchasing Card Program: https://das.iowa.gov/sites/default/files/acct_sae/sae_manual/280/280-200.pdf
▢ Travel Card Flowchart: https://das.iowa.gov/sites/default/files/PCard/pdf/PC013-TravelCardFlowchart.pdf