

TRAVEL CARD QUIZ 2023

- #1. A Departmental Travel Card may be used for which of the following: (Choose all that apply)
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- a) Purchase of In-State Lodging for department employees at lodging establishments that are certified for Preventing Human Trafficking
 - b) Purchase of Out-of-State, International and In-State Registrations for department employees
 - c) Payment of parking fees, toll fees, and cab fare for department employees
 - d) Purchase of airfare, car rental and lodging costs for both out-of-state and international travel
- #2 Where can you find guidance pertaining to the use of both Departmental and Individual Travel Cards?
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- a) DAS Central Services Web Page-Resource Quick Links
 - b) State Accounting Policy & Procedures Manual, Procedure Number 210.101
 - c) Iowa Purchasing Card Program Policy and Procedures Manual-Program Overview
 - d) DAS Purchase Card Team
 - e) All of the above
- #3 Which are the differences in how Departmental and Individual Travel Cards may be used?
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- a) Individual Travel Card purchases may only be made by the named Cardholder
 - b) Departmental Travel Cards may be used to charge appropriate department travel expenses for other departmental employees.
 - c) Departmental Travel Cards may be used to secure lodging for departmental employees, but must remain in the possession of the Departmental Cardholder.
 - d) There are no differences, except the Departmental Travel card is for managers only
 - e) All of the above
- #4 All Travel Cardholders are responsible for resolving disputes or billing errors with vendors and to notify US Bank in the event it is not resolved satisfactorily.
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- TRUE
FALSE
- #5 To be eligible to receive an Individual Travel Card, an employee must be required to travel for department business and have department head approval.
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- TRUE
FALSE
- #6 The Travel Card may be used for more than one checked baggage fee.
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- TRUE
FALSE
- #7 Allowable expenses that may be charged with an Individual Travel Card include:
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- a) Meals
 - b) In-state Registration without meals
 - c) In-State Registration with meals
 - d) Seat assignment on airplane flight
- #8 Which of the following are not allowed on an Individual Travel Card?
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- a) Fuel for vehicle used for travel B Movies and gift shop purchases C In-state hotel lodgings
 - b) Movies and gift shop purchases
 - c) In-State Hotel Lodgings
 - d) All of these
- #9 Out-of State Travel can be authorized after traveling.
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- TRUE
FALSE
- #10 Individual Travel Cardholders may pay for travel expenses of another employee in their agency.
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- TRUE
FALSE
- #11 Which of the following are required of Travel Cardholders?
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- a) Monitor account activity
 - b) Verify and allocate transactions, unless other arrangements are made
 - c) Report unauthorized posted charges prior to statement date
 - d) All of these
- #12 Travel Cardholder responsibilities include (check all that apply):
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- a) Ensure appropriate credits for disputed items appear on subsequent statements
 - b) Paying for subordinate employee meals while traveling
 - c) Contact the State Pcard Program Manager directly to report fraud
 - d) Notify all applicable airlines, hotel vendors, and registrars in the event of a travel cancellation
- #13 Cardholders should let their Supervisors handle billing disputes.
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- TRUE
FALSE
- #14 Before using a Travel Card for a Out-of State Trip, which of the following must be done first?
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- a) Obtain approval through the completion of the Spend Authorization (SA) Request in Workday for employees

- b) Travel Waiver Form
- c) Obtain approval for non-state employees using the Online Travel Authorization(OTA) on the DAS-SAE home page
- d) Email documentation from supervisor

- #15 Travel Cardholders may not:
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- a) Allow other individuals to use their Travel Card or pay for expenses for another employee or non-employee
 - b) Accept cash in lieu of a credit to the travel card in the event of a refund for any reason.
 - c) Use their Travel Card for any expenses other than those
 - d) All of these
- #16 Cardholders should report lost or stolen cards to US Bank, the cardholder's supervisor, the Agency Pcard coordinator, and the State Pcard team.
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- TRUE
FALSE
- #17 Receipts must be itemized to show the type of service, quantity, and rate.
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- TRUE
FALSE
- #18 Cash may be accepted in lieu of a credit to the Travel Card when?
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- a) The Purchase was for personal reasons
 - b) The hotel room was not cleaned properly C Canceling a reservation
 - c) Canceling a reservation
 - d) Never
- #19 Which documents must be provided to either the Agency Pcard coordinator or appropriate accounting personnel for monthly travel card reconciliation?
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- a) Original receipts for all Travel Card Transactions B Signed US Bank Statement
 - b) Signed US Bank Statement
 - c) Any receipts for credits
 - d) Non-standard receipts for allowable travel expenditures
 - e) All of these
- #20 Employees should pay for incidental charges at a hotel with:
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- a) Their State issued Pcard
 - b) Their State issued Individual Travel Card
 - c) Their own personal credit card
 - d) Any of these
- #21 Card reconciliation procedures are essentially the same for Travel cards as they are for Pcards.
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- TRUE
FALSE
- #22 Cardholders should monitor their account in Access Online regularly and report any unrecognized charges to US Bank immediately.
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- TRUE
FALSE
- #23 Which of the following resources include detailed procedures for State Travel?
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- a) IAC-Chapters 117-120
 - b) State of Iowa Pcard Program Policy and Procedures Manual
 - c) State of Iowa Travel Procedures 210.000 through 210.405
 - d) None of these
- #24 The Travel Coordinator must individually list all state employees whose expenses are included on the Travel Payment.
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- TRUE
FALSE
- #25 Different rules and statutes apply to Pcard use and Travel Card
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- TRUE
FALSE