

| # | Question |
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| 1 | A Departmental Travel Card may be used for which of the following: (Choose all that apply) |
| | 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 |
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| 2 | Where can you find guidance pertaining to the use of both Departmental and Individual Travel Cards? |
| | 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 of the following are the differences in how Departmental and Individual Travel Cards may be used? (Select all that apply) |
| | 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 |
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| 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. |
| | True/False |
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| 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. |
| | True/False |
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| 6 | The Travel Card may be used for more than one checked baggage fee. |
| | True/False |
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| 7 | | Allowable expenses that may be charged with an Individual Travel Card include: |
| | 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? |
| | a) | Fuel for vehicle used for travel |
| | b) | Movies and gift shop purchases |
| | c) | In-state hotel lodgings |
| | d) | All of the above |
| | | |
| 9 | | Out-of State Travel can be authorized after traveling. |
| | | True/False |
| | | |
| 10 | | Individual Travel Cardholders may pay for travel expenses of another employee in their agency. |
| | | True/False |
| | | |
| 11 | | Which of the following are required of Travel Cardholders? |
| | 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): |
| | 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 |
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| 13 | | Cardholders should let their Supervisors handle billing disputes. |
| | | True/False |
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| 14 | | Before using a Travel Card for an Out-Of State Trip, which of the following item or items must be done first? (choose all that apply) |
| | 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: |
| | 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 designated as allowable. |
| | d) | All of these |
| | | |
| 16 | | Cardholders should report a lost or stolen card to US Bank, the Cardholder Supervisor, the Agency Pcard Coordinator and the State Pcard Team |
| | | True/False |
| | | |
| 17 | | Receipts must be itemized to show the type of service, quantity and rate. |
| | | True/False |
| | | |
| 18 | | Cash may be accepted in lieu of a credit to the Travel Card |
| | | when? |
| | a) | The Purchase was for personal reasons |
| | b) | The hotel room was not cleaned properly |
| | c) | Canceling a reservation |
| | d) | Never |
| | | |
| 19 | | Which documents must be provided to either the Agency PCard Coordinator or appropriate agency accounting personnel for monthly Travel Card Reconciliation? |
| | a) | Original receipts for all Travel Card Transactions |
| | b) | Signed US Bank Statement |
| | c) | Any receipts for credits |
| | d) | Non-standard receipts for allowable travel expenditures |
| | e) | All of these |
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| 20 | | Employees should pay for incidental charges at a hotel with: |
| | 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. |
| | | True/False |
| 22 | | Cardholders should monitor their account in Access Online regularly and report any unrecognized charges to US Bank immediately. |
| | | True/False |
| 23 | | Which of the following resources include detailed procedures for State Travel? |
| | 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. |
| | | True/False |
| 25 | | Different rules and statutes apply to Pcard use and Travel Card use. |
| | | True/False |

