



**Department of
Administrative Services**

*Empowering People
Collaboration
Customer Service*

State of Iowa Purchasing Card

Travel Card

101



April 2023

LEARNING OBJECTIVES

Upon completing training, you will be able to:

- ✓ Identify cardholder responsibilities
- ✓ Differentiate between allowable and unallowable charges
- ✓ Understand the record keeping and reconciliation processes

***Travel Policies are found in the State
Accounting Enterprise Policy and
Procedures Manual 210.000-210.405***



TRAVEL CARD

- Introduction
- Individual Card
- Department Card



TRAVEL CARD BASICS

- Eligibility
- Application
- Training
- Policy and Procedures
 - State Accounting Policies and Procedures 210.000-210.405



THE TRAVEL CARD IS MEANT FOR ALLOWABLE TRAVEL EXPENSES ONLY

Allowable

- Out-of-State and International Registration Fees
- Airfare and Travel Agency Surcharges:
 - Seat Assignment
 - One (1) Checked Baggage Fee
- Out-of-State and International Lodging for employee (single room charge and applicable taxes)
- Car Rental (as allowed in SAE Procedures 210.200.3 and 210.300.3)
- In-State Registration (without meals)
- In-State Lodging(Certified for Preventing Human Trafficking) on a Departmental Travel Card

Unallowable

- Meals:
 - Exception-if integral to a meeting as described in SAE Procedure 210.103. A Departmental Travel Card may be used
- In-State Lodging, unless a Departmental Card is used
- Lodging, Registration and Airfare Charges for anyone other than the employee *if an Individual Travel Card is used.*
- Movies, phone calls, gift shop purchases, bar, room service, laundry and other lodging services
- Parking, Tolls, Fuel, Cab Fares, In-State Registration with Meals, and any other purchases
- More than one (1) checked baggage fee



TRAVEL CARDHOLDER RESPONSIBILITIES

- Approval
- Limits and Restrictions
- Allowable Costs
- Personal Expenses
- Advise Merchant
- Reservation Cancellation
- Erroneous Transactions
- Billing Dispute/Errors
- Security
- Lost or Stolen Cards



RECORD KEEPING AND RECONCILIATION

- Introduction
- Original and Itemized Receipts
- Reconciliation



CONTACT INFORMATION:

US Bank:

Customer Service: 1-800-344-5696

Fraud Department: 1-800-523-9078

State Pcard Program Manager:

James Harris

515.745.2526

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State Pcard Administrator:

Heather Johnson

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Remember to Bookmark the [Pcard](#) web page



Ok! Let's see what you learned!

You may now take the quiz.

Complete the questions and email the answers to

pcard@iowa.gov.



Great job! Thank you for participating in
Travel Card Training!

You may now close this browser.



| TRAVEL CARD QUIZ 101 | | |
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| # | QUESTION | ANSWER |
| 1 | <p><u>A Departmental Travel Card may be used for which of the following:</u> (Choose all that apply)</p> <p>A) Purchase of In-State Lodging for department employees at lodging establishments that are certified for Preventing Human Trafficking</p> <p>B) Purchase of Out-of-State, International and In-State registrations for department employees</p> <p>C) Payment of parking fees, toll fees and cab fare for department employees</p> <p>D) Purchase of airfare, car rental and lodging costs for both out- of- state and international travel</p> | |
| 2 | <p><u>Where can you find guidance pertaining to the use of both Departmental and Individual Travel Cards?</u></p> <p>A) DAS Central Services Web Page-Resource Quick Links</p> <p>B) State Accounting Policy & Procedures Manual, Procedure Number 210.101</p> <p>C) Iowa Purchasing Card Program Policy and Procedures Manual-Program Overview</p> <p>D) DAS Purchase Card Team</p> <p>E) All of the above</p> | |
| 3 | <p><u>Which are the differences in how Departmental and Individual Travel Cards may be used?</u></p> <p>A) Individual Travel Card purchases may only be made by the named Cardholder</p> <p>B) Departmental Travel Cards may be used to charge appropriate department travel expenses for other departmental employees.</p> <p>Departmental Travel Cards may be used to secure lodging for</p> <p>C) departmental employees, but must remain in the possession of the Departmental Cardholder.</p> <p>D) There are no differences, except the Departmental Travel Card is for managers only</p> <p>E) All of the above</p> | |
| 4 | <p>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.</p> | TRUE/FALSE |

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| 5 | <u>To be eligible to receive an Individual Travel Card, an employee must be required to travel for department business and have department head approval.</u> | TRUE/FALSE |
| 6 | The Travel Card may be used for more than one checked baggage fee. | TRUE/FALSE |
| 7 | <u>Allowable expenses that may be charged with an Individual Travel Card include:</u> A) Meals B) In-state Registration without meals C) In-state Registration with meals D) Seat assignment on airplane flight if made at time of purchase | |
| 8 | <u>Which of the following are not allowed on an Individual Travel Card?</u> 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 | <u>Individual Travel Cardholders may pay for travel expenses of another employee in their agency.</u> | TRUE/FALSE |
| 11 | <u>Which of the following are required of Travel Cardholders?</u> 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 | <u>Travel Cardholder responsibilities include (check all that apply):</u> 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 <u>D)</u> Notify all applicable airlines, hotel vendors, and registrars in the event of a travel cancellation | |

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| 13 | <u>Cardholders should let their Supervisors handle billing disputes.</u> | TRUE/FALSE |
| 14 | <u>Before using a Travel Card for a Out-of State Trip, which of the following must be done first?</u> 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 | <u>Travel Cardholders may not:</u> 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 | <u>Cardholders should report a lost or stolen card to US Bank, the Cardholder Supervisor, the Agency Pcard Coordinator and the State Pcard Team</u> | TRUE/FALSE |
| 17 | <u>Receipts must be itemized to show the type of service, quantity and rate.</u> | TRUE/FALSE |
| 18 | <u>Cash may be accepted in lieu of a credit to the Travel Card when?</u> A) The Purchase was for personal reasons B) The hotel room was not cleaned properly C) Canceling a reservation D) Never | |
| 19 | <u>Which documents must be provided to either the Agency PCard Coordinator or appropriate agency accounting personnel for monthly Travel Card Reconciliation?</u> 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 | |
| 20 | <u>Employees should pay for incidental charges at a hotel with:</u> A) Their State issued Pcard B) Their State issued Individual Travel Card C) Their own personal credit card D) Any of these | |

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| 21 | <u>Card reconciliation procedures are essentially the same for Travel Cards as they are for Pcards.</u> | TRUE/FALSE |
| 22 | <u>Cardholders should monitor their account in Access Online regularly and</u> | TRUE/FALSE |
| 23 | <u>Which of the following resources include detailed procedures for State Travel?</u> A) IAC-11, 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 | <u>The Travel Coordinator must individually list all state employees whose expenses are included on the Travel Payment.</u> | TRUE/FALSE |
| 25 | <u>Different rules and statutes apply to Pcard use and Travel Card use.</u> | TRUE/FALSE |