

## TRAVEL CARD QUIZ 101

#	QUESTION	ANSWER
1	<p><u>DAS SAE allows A Departmental Travel Card to be used for which of the following?(Choose all that apply)</u>  Please keep in mind that your agency may have a stricter policy. Always check with your Agency PCard Coordinator for clarification.</p> <p>A) In-State Lodging at state rate of \$80 for department employees at 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 and travel cards?</u></p> <p>A) State of Iowa Purchasing Card Program Website-Resource Quick Links, Travel Card Resources</p> <p>B) State Accounting Policy &amp; Procedures Manual, Procedure Number 210.101</p> <p>C) Iowa Purchasing Card Program Policy &amp; 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>  (select all that apply)</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>C) Departmental Travel Cards may be used to secure lodging for 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><u>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.</u></p>	TRUE OR FALSE
5	<p><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></p>	TRUE or FALSE
6	<p><u>The Travel Card may be used for more than one checked baggage fee.</u></p>	TRUE/ FALSE

7	<p>Per SAE Policy 210.101, allowable expenses that may be charged with an Individual Travel Card include: (Choose all that apply) *check with your agency to verify these are allowed as your agency policy may be stricter.</p> <ul style="list-style-type: none"> <li>A) Meals</li> <li>B) In-state Registration without meals</li> <li>C) In-state lodging at \$80 plus tax at establishments certified to prevent Human Sex Trafficking</li> <li>D) Seat assignment on airplane flight if made at time of purchase</li> </ul>	
8	<p>Per SAE Policy 210.101, which of the following are not allowed on an Individual Travel Card?</p> <ul style="list-style-type: none"> <li>A) Fuel for vehicle used for out of state travel</li> <li>B) Movies and gift shop purchases</li> <li>C) In-state hotel lodgings</li> <li>D) All of the above</li> </ul>	
9	<p><u>Out-of State Travel can be authorized after traveling.</u></p>	<p><b>TRUE or FALSE</b></p>
10	<p><u>Individual Travel Cardholders may pay for travel expenses of another employee in their agency.</u></p>	<p><b>TRUE/FALSE</b></p>
11	<p><u>Which of the following are required of Travel Cardholders?</u></p> <ul style="list-style-type: none"> <li>A) Monitor account activity</li> <li>B) Verify and allocate transactions, unless other arrangements are made</li> <li>C) Report unauthorized posted charges prior to statement date</li> <li>D) All of these</li> </ul>	
12	<p><u>Travel Cardholder responsibilities include (choose all that apply):</u></p> <ul style="list-style-type: none"> <li>A) Ensure appropriate credits for disputed items appear on subsequent statements.</li> <li>B) Paying for subordinate employee meals while traveling</li> <li>C) Contact US Bank and the PCard Coordinator directly to report fraud</li> <li>D) Notify all applicable airlines, hotel vendors, and registrars in the event a travel cancellation</li> </ul>	
13	<p><u>Cardholders should let their Supervisors handle billing disputes.</u></p>	<p><b>TRUE/FALSE</b></p>
14	<p><u>When using the Travel Card for an Out of State trip, which of the following tasks must be completed by the employee?</u></p> <ul style="list-style-type: none"> <li>A. Obtain authorization for Out-of-State Travel prior to traveling.</li> <li>B. Advise the merchant that the purchase will be paid with a Travel Card.</li> <li>C. Determine if travel-related expenses are within Travel Card spending limits.</li> <li>D. All of the above.</li> </ul>	

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 of the following are considered Travel Cardholder Responsibilities?</u> (choose all that apply) A) Adhere to purchase limits and restrictions B) Use of a Travel Card for only allowable travel costs per state Accounting Policy C) If a receipt is lost, obtain a copy from the hotel, airline or car rental agency that provided it D) Review of lodging receipts for accuracy and identification of any charges not to be included on the Travel Card	
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	
21	<u>Card reconciliation procedures are essentially the same for Travel Cards as they are for Pcards.</u>	TRUE or FALSE
22	<u>Cardholders should monitor their account in Access Online regularly and report any unrecognized charges to US Bank immediately.</u>	TRUE or 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 or FALSE
25	<u>Different rules and statutes apply to Pcard use and Travel Card use.</u>	TRUE or FALSE