

**OLD DOMINION UNIVERSITY
ACCOUNTS PAYABLE PROCEDURE MANUAL**

Title: Corporate Travel Card

Procedure: 6-730

A. PURPOSE

This procedure provides instructions on how to apply for a Corporate Travel Card and general guidelines for the travel card program.

B. DESIGNATED STAFF

Accounts Payable Travel Supervisor (Program Administrator)
Accounts Payable Processing Supervisor
Accounts Payable Manager

C. PROCESSING CYCLE

Daily

D. REQUIRED RESOURCE MATERIALS

Corporate Travel Card Application (ODU Travel Charge Card - Request for Application)
Corporate Travel Card - Employee Agreement

E. GOVERNING POLICIES AND PROCEDURES

CAPP Manual Topic #20360 – Travel Charge Card
Accounts Payable Policies and Procedures

F. CROSS REFERENCE TO OTHER PROCEDURES

Accounts Payable Procedure 6-718 – Travel Advances - Employees

G. OTHER ODU OFFICES IMPACTED

All ODU departments

H. INVOLVEMENT EXTERNAL TO ODU

Bank of America

I. PROCEDURE:

Overview

Travel charge cards provide full and part-time faculty and staff who travel overnight more than five times a year with a means of charging expenses incurred while conducting official State business. Any employee who travels less frequently may obtain a travel card if approved by their supervisor. Students are not eligible to participate in the travel card program.

Payment of the Employee Paid (Individual Liability) Travel Card is the employee's responsibility. The total account balance is payable in full each month regardless if the cardholder has been reimbursed for the expenses.

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Noncompliance with travel charge card policies by a cardholder is grounds for revocation of card privileges without alternate travel cash advance privileges.

Travel Card Application Process

The employee must complete the following forms to request an Individual Liability Travel Charge Card:

- Corporate Travel Card Application
- Corporate Travel Card - Employee Agreement

The ODU Corporate Travel Card Application and the original Employee Agreement must be submitted to the attention of the Travel Card Program Administrator in Accounts Payable. The forms can be obtained from the Accounts Payable website.

<https://ww1.odu.edu/facultystaff/university-business/travel/card>

The Travel Card Program Administrator will review the application. If the applicant is eligible to participate in the travel card program, the Travel Card Program Administrator will approve the Employee Agreement and submit the application in Bank of America's WORKS system.

The Travel Card Program Administrator will send an email to request the employee complete the Travel Cardholder Training in ODU's Commonwealth of Virginia Learning Center.

<https://covlc.virginia.gov/Default.aspx>

Once the application is approved by Bank of America, the travel card will be issued and sent via US mail to the home address. The employee should receive the card within 7 – 10 workdays.

The employee must submit the Travel Cardholder Training certificate to the Travel Card Program Administrator after the training is completed. The Travel Card Program Administrator will not authorize use of the travel card until the training is completed.

Improper Use of the Travel Charge Card

Improper use of any travel charge card includes, but is not limited to:

- personal purchases not incidental to a business purpose
- failure to promptly apply reimbursements for charged business expenses to the account
- failure to pay the bill in full each month by the due date regardless if the cardholder has been reimbursed for travel expenses

Travel Cardholder Training

Cardholders are required to complete Travel Cardholder Refresher Training annually. The travel card privileges will be temporarily suspended for noncompliance if the annual cardholder training is not completed.

Travel Cardholder Training can be accessed in the Commonwealth of Virginia Learning Center.

<https://covlc.virginia.gov/Default.aspx>

Travel Charge Card Payments

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The employee is responsible for paying the total account balance in full each month regardless if the cardholder has been reimbursed for the expenses.

Dial 1-888-449-2273 to make payments by phone.

Access the Payment Center to make payments online.

<https://payment2.works.com/works>

Regular Mail

Bank of America
P.O. Box 15731
Wilmington, DE 19886-5731

Overnight Delivery

Payment Services
900 Samoset Drive
Newark, DE 19713
Use telephone number 1-302-457-4066 for overnight delivery (required by FedEx)

Address and Name Changes

Cardholders are responsible for maintaining the card delivery and statement billing address with Bank of America. Cardholders can make address changes online via Works, or call Bank of America Customer Service at 888-449-2273.

The cardholder must present the Travel Card Program Administrator with a legal document to validate and process any name changes.

Delinquent Travel Card Accounts

The cardholder's account will be temporarily suspended if the account is more than 31 days past due. If the account is more than 61 days past due, the cardholder's account will be permanently closed, and the outstanding delinquent balance will be deducted from the cardholder's paycheck per the Employee Agreement.

Lost or Stolen Travel Cards

Contact Bank of America to report lost or stolen travel cards at 888-449-2273 anytime. Contact ODU's Program Administrator to report lost or stolen cards during regular business hours.

Closing Travel Card Accounts

The travel charge card must be destroyed if the cardholder is cancelling the account or resigning from employment with the University. The cardholder must contact the Travel Program Administrator to close the account.

Records Retention:

Original documentation should be maintained along with the associated payment documentation in the Accounts Payable agency file for three years.

Contacts:

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For questions regarding this procedure and/or practice contact the Accounts Payable Manager at 683-4813, Accounts Payable Travel Supervisor at 683-5020, or Accounts Payable Processing Supervisor at 683-4528.