

Travel Charge Card Training



Travel Charge Cards

- Travel Charge Cards are not personal credit cards.
- Travel Charge Cards can ONLY be used for travel related expenses incurred while traveling on official JMU business. They are not to be used for personal purchases during official travel.
- Cardholders are responsible for paying their monthly bill in full, whether or not they have been reimbursed.
 - There are no paper statements. It is your responsibility to sign up in the Payment Center and to set up alerts.
- Travelers are reimbursed through Chrome River.

Who can have a travel card?

- Any JMU Employee who travels overnight at least twice a year; and/or the issued card does not remain inactive for 12 consecutive months
- Employee must have an annual salary greater than \$15,000

Card Limits

- You have 4 choices in choosing a limit:
 - Light Travel is \$1,000
 - Moderate Travel is \$1,500
 - Frequent Travel is \$2,500
 - Constant Travel is \$5,000
- For any amounts over \$5000 you must create a memo, with your supervisor's signature, and mail the ORIGINAL MEMO to A/P, MSC 5712 with the Certificate of Completion.

Request for ATM/Cash Exception

- The intention is for the ATM feature to be accessed only for those expenses for which the travel card is not accepted.
- You will only be able to get up to 20% of your travel card limit in cash. You will only be permitted to go to the ATM for cash as it relates to JMU travel.
- Travelers **MUST** use Bank of America ATM's to avoid transaction fees. Any fees incurred using a non-Bank of America ATM will NOT be a reimbursable expense.
- This exception is on a fiscal year basis; therefore, you must fill out a Travel Charge Card Request for ATM/Cash Exception form each year. This form is found on the I020 Forms Index website or under Travel Charge Cards in the FPM website 4215.510. If this is a renewal ATM exception, you will use the same PIN number you originally set up with your charge card.

How to receive a card...



- Part 1: Read this power point Travel Charge Card Training presentation and print off the Certificate of Completion at the end.
- Part 2: Fill out all information on the Certificate of Completion and sign it. Your signature is confirmation that you read the training. You will also need to obtain your supervisor's signature approving you for a Travel Card.
- Part 3: Mail the Certificate of Completion to Tanya Shifflett or Tina Wells at MSC 5712 or scan to SHIFFLTL@JMU.EDU or WELLS2TM@JMU.EDU.
- Part 4: Once the application is approved you will receive an email letting you know the process has been successful and a card will be issued to you within 7-10 business days.

Cardholder Responsibilities

- Use only for official JMU business travel
- Ensure card usage is in compliance with JMU and state travel regulations
- Retain all receipts for audit purposes
- Submit an expense report through Chrome River for all travel related reimbursements
- Pay balance in full each month-regardless if you have received reimbursement or not
- Home address changes can be made by calling the # on the back of your card
- Keep up to date on all Travel Regulations
- Review annual cardholder training presentation

Unacceptable...

- Personal Charges (whether traveling or not)
- Purchases of Goods or Services
- Delinquent Balances
 - The cardholder is personally responsible for finance charges. JMU will not reimburse for late fees
 - If your card is 1-30 days delinquent, you will receive an email warning
 - If your card is 31-60 days delinquent, your card will be suspended until payment in full is received
 - If your card is 61 days delinquent, JMU must deduct the total delinquent charges on the card from the employee's pay and remit to Bank of America directly. Payment in full will not reinstate the account. The travel charge card will be suspended.
 - If the balance is not paid in full before it reaches the 91 days' delinquency threshold, the card will be permanently closed.
 - If your card is suspended or canceled for any reason you are not eligible for any travel advances from the university

Quick Reminders

- Pay off your balance in full each month
 - There are no paper statements. It is your responsibility to sign up in the Payment Center and to set up alerts
- Use only for JMU business related travel expenses
- Keep up to date on Travel Policies
- Contact your Program Administrator with any questions:

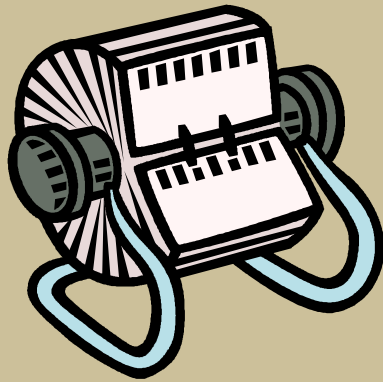
Tanya Shifflett 568-7395

Tina Wells 568-6231

Cardholder Resources

- JMU Program Administrators
- JMU Financial Procedures Manual:
http://www.jmu.edu/finprocedures/4000/4215.shtml#_Toc483730607
- Bank of America Work's website: <https://payment2.works.com/works/>
- DOA Website: www.doa.virginia.gov

Contacts



Tanya Shifflett

Program Administrator

Phone: 568-7395

Email: shiffletl@jmu.edu

Tina Wells

Program Administrator

Phone: 568-6231

Email: wells2tm@jmu.edu

Certificate of Completion

Printed name of cardholder

Cardholder email address

Signature of cardholder

Cardholder's employee ID #

Cardholder's name as it should **appear** on the card

Home street address of cardholder (No PO Box)

Printed name of supervisor

City/State/Zip of cardholder

Signature of supervisor

Requested card limit amt(see page 4)

Cardholder's date of birth

Date of training

Cardholder's phone number