



# Travel Charge Cards

- Travel Charge Cards are not personal credit cards.
- Travel Charge Cards are used “ONLY” for travel related expenses incurred while traveling and conducting official JMU business.
- Cardholders are responsible for the monthly bill and are reimbursed by submitting a “Travel Expense Reimbursement Voucher”.

# Who can have a travel card?

- Any JMU Employee who travels at least twice a year
- 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. Please note: there is no guarantee the requested higher limit will be granted by Bank of America.

# 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.
- Your travel card is your responsibility to pay back, whether you have been reimbursed for the trip or not.
- Travelers **MUST** use Bank of America ATM's to avoid transaction fees. Any fees incurred for use of non-Bank of America ATM's will NOT be reimbursable expenses.
- This exception is on a fiscal year basis; therefore, you must fill out a Travel Charge Card Request for ATM/Cash Exception form found on the Accounts Payable website under Blank Forms. Once approved for cash withdrawal it will take up to 10 days for your pin to arrive in the mail at the address on file with Bank of America.

# How to receive a card...



- **Part 1: Complete this online training and print off the Certificate of Completion at the end**
- **Fill out all information on the Certificate of Completion and obtain your supervisor's signature**
- **Mail the Certificate of Completion to Tanya Shifflett at MSC 5712**
- **Part 2: You will receive an email from Tanya Shifflett with further instruction to go online and complete an application**
- **Once the application is approved you will receive an email from Tanya Shifflett letting you know the process has been successful and a card will be issued to you, which will arrive in the mail to your home address within 7-10 days**
- **Part 3: You will receive an email from Tanya Shifflett with important information relating to the travel charge card. There will be information regarding how to activate and register your card, how to make payment and there will be an Employee Agreement you must review, sign, obtain your supervisor's signature and return to A/P at MSC 5712.**

# Cardholder Responsibilities

- Use only for official JMU business travel
- Ensure card usage is in compliance with JMU and state travel regulations
- Retain all receipts and statements for audit purposes
- Submit a Travel Expense Reimbursement Voucher to receive reimbursement
- Pay balance in full each month-regardless if you have received reimbursement or not.
- Home address changes for the statement need to be made by the cardholder on the Bank of America WORKS Payment Center or by calling the # on the back of your card
- Verify all charges on statement are correct
- Keep up to date on all Travel Regulations
- Review annual cardholder training presentation



# Unacceptable...

- Personal Charges
- Purchases of Goods or Services
- Delinquent Balances
  - Any unpaid balance 45 days or greater is subject to finance charges and the card is suspended until balance is paid in full
  - The cardholder is personally responsible for finance charges. JMU will not reimburse for late fees
  - If a card is **60 days** delinquent it will be canceled and you can not get a travel card again
  - If your card is suspended or canceled for any reason you are not eligible for any travel advances from the university
  - If you are 60 days delinquent you will be reported in a state quarterly report
  - If your card become delinquent at 91 days, JMU is required by the state, to garnish your wages for the amount overdue in order to replay Bank of America



# Quick Reminders

- Pay your balance off each month
- Use only for JMU business related travel expenses
- Keep up to date on Travel Policies
- Contact your Program Administrator with any questions:

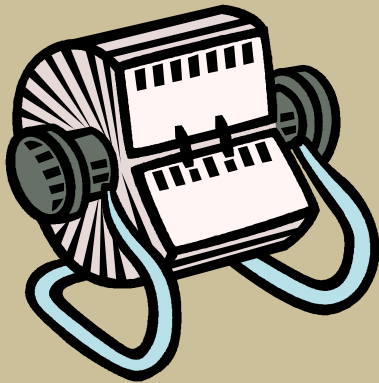
Tanya Shifflett 568-7395

Tina Wells 568-6231

# Cardholder Resources

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

# Contacts



## **Tanya Shifflett**

Program Administrator

Phone: 568-7395

Email: [shiffletl@jmu.edu](mailto:shiffletl@jmu.edu)

## **Tina Wells**

Program Administrator

Phone: 568-6231

Email: [wells2tm@jmu.edu](mailto:wells2tm@jmu.edu)

# Certificate of Completion

Part 1: You have successfully completed training for the Travel Charge Card. Please print this slide, fill in the required information and mail to Accounts Payable MSC 5712.

Part 2: Once received by A/P you will receive an email titled “Part 2: JMU VISA Travel Charge Card Application” from Tanya Shifflett with further instruction to go online and complete an application.

Part 3: Once your application has been admitted and approved you will receive an email titled “Part 3: JMU VISA Travel Charge Card Application” from Tanya Shifflett with important information related to the travel charge card. Please be certain you read all information.

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Signature of Cardholder

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Date of training

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Printed Name of Cardholder

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Cardholder email address

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Signature of Supervisor

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Street address of cardholder

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Printed Name of Supervisor

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City/State/Zip of cardholder

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Employee ID Number of cardholder