

***ALL TRAVEL RELATED TO THE P-CARD IS IN THE PROCESS OF BEING IMPLEMENTED. TARGET DATE IS FEBRUARY 2003.**

Frequently Asked Questions Regarding The P-Card And Travel

Q: Where do I locate the travel policy and p-card procedures?

A: http://www.utoledo.edu/offices/controller/accounts_payable/

USE OF THE CARD

Q: May I allow someone else to use my Purchasing Card?

A: No. Your card is for your use only and is not transferable.

Q: May I use my card for cash or cash advances or in ATM machines?

A: No, the card is not set-up for cash advances or use in ATM machines.

AIRFARE

Q: What if I don't have a P-card to purchase airline tickets?

A: You have two options:

1. Apply for a card at least four weeks prior to your need or obtain the airline tickets through your department utilizing the department p-card, the department head or if designated, the secretary's p-card.
2. Purchase Airline tickets on your personal credit card and submit for reimbursement after you travel. Reimbursement cannot be submitted until **after** the time of travel.

Q: What if a non-university-employee such as a student or prospective employee, will be traveling on university business?

A: Non-University personnel are not eligible for a P-Card. However, such tickets may be charged to the P-Card of the University employee primarily responsible for the travel, or to the department head or department secretary's card. As with University personnel travel, the name of the traveler and the reason for the travel must be documented.

Meals

Q: What is a per-diem allowance?

A: The per-diem allowance is the daily dollar amount a traveler may claim to cover meals and incidentals. It covers three meals a day, and the following incidentals:

laundry, dry-cleaning, and gratuities (tips). Per-diem allowances vary according to location.

Q: What's the per diem allowance for my destination?

A: You can look up per diems for Continental US and Foreign at http://finadmin.utoledo.edu/accounts_payable/

Call Accounts Payable at 530-1341 if you have any difficulty finding the information you need.

Q: Why can't I be reimbursed for the cost of my personal meals for same day travel, for example, if I leave at 6:00 a.m. and don't return until 10:00 p.m.?

A: In accordance with IRS guidelines, the University requires that an employee must be Away from home substantially longer than an ordinary day's work AND during the time away from home, need sleep or rest (referred to as the "overnight rule" - i.e. overnight stay is required) to qualify for personal meal reimbursement. These are considered a normal daily meal you would have on any workday. Therefore, for same day trips, University travelers will not qualify for personal meal reimbursements. However, business meals, involving outside guests, that were at your expense may be reimbursed after submitting the names of those in attendance, the business purpose, and the original receipts.

Q: What if I get the approval needed to be reimbursed for a meal for one day travel?

A: The meal will be reimbursed up to the per diem for that meal, however, this is considered a taxable fringe benefit by the IRS and all such reimbursements will be accumulated and added to your W-2 at year-end.

Q: What if I charge an amount over the per diem allowable for the day?

A: You will need to reimburse the University of Toledo. Deposit the amount over the per diem rate at the cashiers using the account number that was charged. The deposit slip should be filed with your statement and placed in the log sheet envelope.

Q: Do I use per diem rates for a business meeting meal/entertainment?

A: No. You must obtain receipts and file them in your monthly log sheet envelope. Included with the receipt should be the names of the people in attendance and business purpose or benefit gained or expected.

Lodging

Q: Is there a maximum limit on hotel/lodging reimbursement?

A: Persons traveling on University business should incur the lowest practical and reasonable expense. We will reimburse the actual, basic, single-room rate plus taxes when you provide the original hotel portfolio (itemized bill). A credit card charge slip is not acceptable documentation for reimbursement.

Automobiles

Q: Can I use the P-Card for fuel when using my vehicle for business purposes?

A: No, fuel may not be purchased on the p-card. You will need to claim the University standard mileage rate on the individual reimbursement form. This normally reflects the IRS standard mileage rate.

Q; Should I buy the rental agency's extra insurance while renting a car?

A: In the United States: There is no need to buy insurance. University insurance policies cover employees during authorized domestic travel.
Outside the US: You should purchase the extra insurance and it will be reimbursed.

Q: Can I claim the mileage rate for reimbursement for gas for the rental?

A: No. Gas receipts are needed and should be submitted on the individual reimbursement form. Fuel charges cannot be charged on the P-card.

Q: If I did not record the actual miles driven on the trip, how do I determine the number of miles to my destination?

A: You can easily determine the miles at the following web site
<http://maps.yahoo.com/py/ddResults.py>
Enter the University of Toledo's address at the starting address and the city and state you are traveling to as the destination. Then press the get directions button to calculate the distance.

Receipts

Q: What if I don't have a required receipt?

A: You will need to contact the vendor and request a copy of the receipt and attach it to the individual reimbursement form or place in the monthly P-Card log envelope.

Sales Tax

Q: Is the University of Toledo considered exempt from paying Ohio Sales Tax to Suppliers?

A: Yes, the University of Toledo is exempt from paying Ohio Sales Tax to suppliers for purchases in Ohio, per the “certificate of exemption”. The exempt status is printed on the purchasing card, and copies of the certificate are available through Accounts Payable. Cardholders should request the sales tax exemption.

Q: The supplier charged Ohio sales tax on my purchase. What should I do?

A: The cardholder should contact the merchant and request a credit be issued for the tax and applied to the card. A copy of the credit receipt is needed and should be faxed or given to the cardholder to attach to their monthly statement.

Cardholder limits

Q: Is there a maximum amount I may spend?

A: Yes, your card has a transaction limit and a monthly limit, which you may not exceed and your card will be declined if a transaction is attempted.

Q: What if I need my limit raised?

A: Written authorization for your request must be sent to the Purchasing Card Administrator by your Department Head. The transaction limit must comply with the University’s policy limits and exceptions would require the written approval of the Controller or divisional VP.

Cardholder Monthly Statement

Q: Will the cardholder receive a monthly statement and what should be done with it?

A: The monthly statement will be viewed online. The cardholder should reconcile their statement by reviewing each item and match with original receipts obtained in the monthly log envelope. An Individual Reimbursement Form must be filled out for all travel whether there is a reimbursement or not and must be given to the department contact person for review, approval, and submission to Accounts Payable along with the reconciled log envelope. These will be retained in Accounts Payable for five (5) years for auditing and record retention purposes.

Disputed Items

Q: What if I have a disputed charge?

A: First, try to resolve it with the vendor on your own. If the dispute remains unresolved, call Accounts Payable to file a disputed claims form.

Expiration of Cards

Q: My card is expiring next month, how do I get a replacement card? Do all purchasing cards expire at the same time?

A: The expiration date is determined by the date your card was initially issued. The bank will send a replacement card before the expiration date as long as it is active. If your card expires and you have not received a new card in error, please contact the purchasing card administrator.

Replacement Cards

Q: How do I obtain a new card if my name is changed or the magnetic strip is bad?

A: Send a written request to the P-Card Administrator. The bank will be contacted and a new card issued.

Declines on the P-Card

Q: Under what circumstances might I be declined when using my P-Card?

A: The purchasing card will be declined if:

- 1) The cardholder has exceeded the designated daily or monthly transaction limit.
- 2) The cardholder attempts to use the card for a blocked supplier-category.
- 3) The cardholder has failed to activate the card by calling the toll free number.

Q: What if my Purchasing Card is declined?

A: Contact the Purchasing Card Administrator and explain the situation. They will determine why your card was declined and help with a resolution for the problem.

Canceling a Card

Q: How do I cancel a purchasing card?

A: The department administrator should retrieve cards from employees, who leave UT, change departments, or move to a job where they will no longer require a purchasing card. Send an email to the Purchasing Card Administrator requesting the account to be closed on or before the date of change of employee status. Destroy the old card by cutting through the account number and return it to the P-Card Administrator via campus mail marked "confidential".

Supervision of the Card

Q: Does the Purchasing Card require someone other than the cardholder to review

the transactions to ensure appropriate use of the card?

A: Yes, as required in the policy all P-card transactions must be approved by the Cardholders reporting authority or appointed designee. A business manager or designee must collect the monthly log sheets after reconciliation by the cardholder and forward to Accounts Payable where they will retain the records for five (5) years. All departments should submit to the Controller for review their p-card procedures along with the name of the contact person responsible for approving and administering these procedures.