

International Group Travel: Study Abroad Purchasing Card Guidelines (includes: FLSA and KIIS)

- A university purchasing card will be issued to the project director in the individual's name. An application must be completed and approved by the project director and the department head. The application will be submitted to the Study Abroad office for approval and then forwarded to the Procurement Card Administrator.
- Card limits, MCC codes and cash advance option will be opened or extended on each study abroad card for the trip dates only.
- Transaction emails will be sent to the cardholder and the department head.
- Upon conclusion of trip and the closing of the index, the purchasing card must be returned to the P-card Administrator and the card account closed. If the program director will have more than one study abroad experience in the same year, the purchasing card will remain open. It is the program director's responsibility to provide written correspondence with the new index, destination and trip dates to the P-card Administrator for updating the information on the existing purchasing card.
- Existing policies for the purchasing card still apply to the Study Abroad card with the exceptions of the limits and the cash advance option.
- **The purchasing card is the first method of payment for all travel-related transactions.** To the extent possible, travel and field expenses for study abroad programs will be prepaid to providers before departure. The purchasing card will be used to charge necessary in-country expenses.
- Standard University Group Travel policies will apply to study abroad programs administered through the University. When pre-departure cash advances are necessary, such advances should be processed through existing group travel procedures. **The cash advance option will be opened during the trip dates only. See instructions on the next page for obtaining a study abroad pcard, requesting cash advances and procedures for reconciling the pcard cash advance transactions. CASH ADVANCE WILL NOT BE OPENED ON A PCARD UNLESS A CHECK FOR A GROUP TRAVEL ADVANCE HAS BEEN ISSUED.**
- Upon return of trip, the project director is required to complete a Group Travel Expense Voucher, attaching all receipts from cash used and all money left-over from advances. This will be submitted to Accounts Payable for review and transmittal of returned monies. Receipts from purchases made on the pcard must be maintained with the card statement in the record-keeper's files (example: airfare, hotel, ATM receipt).

NOTE: The following is required for Group Travel Expense Voucher reconciliation purposes.

- Only receipts from purchases made with the Group Travel Advance and Pcard ATM cash advances need to be submitted. Pcard ATM receipt(s) must be given to the pcard Record Keeper.
- Receipts **must** be taped (no staples) to an 8 ½ X 11 size paper for scanning purposes. No receipts should over-lap on the paper.
- The American dollar amount and a brief description of purchase **must** be written on or near each receipt.
- In regards to meals, everyone (faculty, staff and students) **must** sign that they have received the per diem on the Meal Sheet.

Instructions for Obtaining a Study Abroad Pcard and Cash Advances

- ✓ Upon receiving the Study Abroad index, complete an application and obtain approval for a Study Abroad Purchasing Card. The application can be found on the Purchasing website. Forward the approved application to the Procurement Card Administrator.
- ✓ Use the card for making as many pre-departure purchases as possible: books/literature, airfare, hotel reservations, etc. Please note that printing is not allowed on the purchasing card.
- ✓ A week prior to the departure, or before Christmas break should the trip occur during Winter Term, request a Group Travel Advance. Complete a Payment Authorization form, an Estimated Group Travel Expense form and a roster, obtain approval and forward the paperwork to Accounts Payable. These forms can be found on the Purchasing website. This allows for a small amount of cash (minimum of \$10 required) prior to being in-country.
- ✓ *Once you receive the initial check, it must be cashed and depleted*, then use the purchasing card cash advance option for your cash needs (example: meals, local taxi/bus fares, etc.). ***You will have ATM fees and cash advance fees.*** Please keep this in mind with your study abroad budget.
- ✓ **KEEP ALL RECEIPTS** for reconciliation of the cash advances.
- ✓ **Upon return, complete the Group Travel Expense Voucher using all receipts (except ATM receipts) and all cash left-over. Turn forms, money and receipts (except ATM receipts) in to Accounts Payable.** The P-card Administrator will provide Accounts Payable with a report of all p-card cash advances obtained on your card.

Reconciliation of Group Travel Expense Voucher

Remember the initial (pre-departure) check cash advance must be cashed and depleted prior to using the pcard cash advance.

- ✦ The initial (pre-departure) check cash advance should be allocated to the study abroad index and the designated commodity code. All receipts which were paid with this money **MUST** be submitted.
- ✦ All p-card cash advances should be allocated to the study abroad index and the correct account code for each purchase. All money left over from the pcard advances and the receipts **MUST** be submitted. ATM /Cash Advance Fees are not calculated in this.

Online p-card transaction reconciliation

Please make sure the record-keeper of your card understands the following:

- ✦ **Give the record-keeper the ATM receipts for reconciliation of card transactions and card statements.** Remember all other receipts go with the Group Travel Expense Voucher for reconciliation purposes.
- ✦ **All purchasing card cash advances must be allocated to the study abroad index and the account code 16206.**
- ✦ **All purchasing card cash advance fees must be allocated to the study abroad index and the account code 72430.**