

Travel Card/Cash Advance Request Form Policy and Instruction Sheet

1. For Group Travel requests, the applicant may choose to request: 1) a UCO Declining Balance Travel Card (for first time users) 2) Reactivate/Load funds to Travel Card (for previous cardholders) 3) Airfare to be purchased by the Travel Office (for a group) or 4) Request a UCO issued Cash Advance Check for travel funds ("S" and "02" orgs only)- *Not to be used for reimbursement.
2. After completing the Travel Card/Cash Advance Request Form, including the appropriate Financial Manager and VP signature(s), submit the form to the UCO Travel Office, Administration Building, Room 109, a minimum of three weeks before the date of travel. *A Travel Card will be requested from the bank when the form has been properly authorized.
3. To activate the card, call the 1-800 number on the back of the card, using the last 4 numbers of your **Banner ID**, not your Social Security Number. At this time, you will also need to set up your PIN for cash advance (ATM) capabilities (the PIN will go into effect the day after you call for initial set up). Chase Bank is preferred; however, the card may be used at any ATM, bank, etc. for cash advances. ***Note:** There is a limit of **\$2,500.00** that can be withdrawn within a UCO billing cycle. For increases, please contact the PCard Department. Increases must be requested at least 2 months in advance.
4. Be aware that there are certain fees associated with the use of the Travel Card such as: cash advance (ATM) fees, foreign conversion fees, etc. Fees will be charged against the organization number associated with this card. Fees are normally charged per transaction and may vary depending on the type of currency and the machines you use. *Chase Bank always charges a 2% fee. All fees must be included in initial request of funds.
5. **Do not use travel card for hotel incidentals. Hotels hold funds on the card that will alter the funding for the trip. Travelers need to provide a personal card for incidentals. *Only supply the travel card at checkout.**

Unauthorized purchases for Travel Card or use of cash advances include, but are not limited to:	Items allowed for student travel and study tours, but restricted for all others:
*Alcoholic Beverages	Cash Advance
*Gratuuity over 15%	Entertainment
*Tax: In-state, Oklahoma City, state, sales, occupancy, etc.	Financial Instruments (money orders, etc.)
Fixed assets	Food and beverages
Gifts/Gift certificates/Gift baskets	Gasoline
Illegal items	Phone cards
Maintenance	*Upon audit, if transactions include any unauthorized purchase, the cardholder will be responsible for reimbursing UCO for the purchase or contacting the vendor for a credit back to the card.
Microsoft or Adobe software products & licenses	
Office supply orders over \$49-unless with our contracted vendor	
Personal purchases	
Printing (photocopying is allowed)	
Professional services	
Purchases not allowed due to University contracts	
Stamps or postage	
Computer cards, memory, parts, etc.	
Computer printers	

6. The Travel Card and all receipts must be submitted to the UCO Travel Office, in person, within 14 days of the conclusion of your trip. If faculty/staff expenses are included in the funds loaded to the Travel Card, please list each faculty/staff expense on the Expense Report, assigning those expenses back to UCO. **Return unused cash from issued cash advance checks, cash advances (ATM) from the Travel Card, and any unauthorized charge reimbursements in cash to the Bursar Counter to be deposited back to the organization from which it was deducted. The receipt for this deposit must be included in the receipts from the trip.**
 - Failure to turn in receipts and Travel Card within 14 days of the conclusion of the trip may result in disciplinary action and/or the loss of the Travel Card option for group travel. Please refer to Liability Clause on Travel Card/Cash Advance Request Form.

For questions, concerns, and adjustments to the Declining Balance Travel Card, contact the Travel Office at (405) 974-2493 or (405) 974-2397.

In case of a lost or stolen card, contact: JPMorgan Chase Bank directly at **1(800) 316-6056**, the UCO PCard office at **(405) 974-2497**, and the UCO Department of Public Safety at **(405)974-2345**.

University of Central Oklahoma
Travel Card/Cash Advance Request Form

*Form must be completed and turned in at least three weeks prior to travel date.

- Request Declining Balance Travel Card (first time users only)
Date of Birth: _____ Mother's Maiden Name: _____
- Reactivate/Load funds to Travel Card (existing or previous cardholders)
- Purchase Airfare (Travel Office Purchase) Is this a deposit? Yes No
- Request Cash Advance Check *Not to be used for reimbursement

Cardholder/Payee Name: _____ Banner ID #: _____ Email: _____
Applicant Home Address: _____

Trip Information:

Group Name: _____ College/Department: _____
Departure Date: _____ Return Date: _____ Phone Ext.: _____ Box#: _____
Destination: _____ Click ([here](#)) to see UCO Risk Management Requirements for Foreign Travel
Number of Attendees: Faculty/Staff: _____ Students: _____

The Faculty/Staff is requesting reimbursement for out of pocket expenses in the TEM TC
I have read the information for the UCO Risk Management Foreign Travel Requirements:

Authorization and Approvals (Other than Cardholder/Payee):

Primary Department Contact: _____ Secondary Contact: _____
Total Amount for Trip: \$ _____ Total of Funds for Travel Card: \$ _____
Organization Number(s): _____

Financial Manager(s) Printed Name*	Financial Manager(s) Signature
_____	_____
_____	_____

*If same as Cardholder/Payee, a higher level signature, i.e. dean or chair, is required

Vice President Signature: _____ or **"S" Org Approval:** _____

Designated Cardholder/Payee: As a cardholder of a UCO Declining Balance Travel Card or Payee of a UCO Check for cash advance, I agree to accept responsibility for the protection and proper use of this card/check, and understand that I must turn in all receipts and the card in person to: The UCO Travel Office, ADM 109, within 14 days of the conclusion of the trip. I also certify that I have read and understand the Policy and Instruction Sheet for Group Travel.

Liability Clause: By executing this request, I authorize UCO, in accordance with Oklahoma Department of Labor regulations, to deduct from wages or salary the full amount of the funds requested and approved if appropriate receipts and/or remaining cash are not returned within 14 days of the conclusion of the trip.

_____	_____	_____
Cardholder/Payee Printed Name	Cardholder/Payee Signature	Date

Upon completion, submit to the UCO Travel Office. You will be contacted when the Travel Card and/or packet are ready for pickup.



Group Travel Worksheet

To be completed and turned in with Travel Card/Cash Advance Request Form

Travel Information: Group Name _____ Cardholder/Payee Name _____ Banner ID _____ Department and Title _____ Campus Box# _____ Ext _____ Email Address _____ Destination _____ Purpose of Trip _____ Departure Date _____ Return Date _____ Event Date(s) _____ - _____	For International Travel, please review the UCO Risk Management Requirements for Travel and Confirm: <input type="checkbox"/>
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Estimated Expenses:	<u>Travel Card</u>	<u>Travel Office</u>	<u>PCard</u>
Transportation	\$ _____	\$ _____	\$ _____ Last Name/Last 4 of card number OR PO/Req#: _____
Registration	\$ _____		\$ _____ Last Name/Last 4 of card number: OR PO/Req#: _____
Lodging Note: Go to policyworks.gov/perdiem to find CONUS rates. Designated hotels are reimbursable if documentation of designation is provided.	\$ _____ CONUS Rate: \$ _____		
Meals	\$ _____ Per Diem Rate: \$ _____		
Local Transportation	\$ _____		
Mileage (ex. to/from OKC Airport, 50 miles max) Note: License Plate numbers must be provided.	\$ _____		
Miscellaneous	\$ _____		
Total:	\$ _____ Total amount to be charged to Travel Card	\$ _____ Total amount direct-paid by Travel Office	\$ _____ Total amount direct-paid by Cardholder Department

Additional Travelers (Name, Birthdate, Banner ID and License Plate Number- if applicable) Note: List additional faculty/staff first	