

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 ***Note:** There is a limit of **\$2,500.00** that can be withdrawn within a UCO billing cycle.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**.