

Basic Info

- University of Utah employees may apply for a Travel Card, but it must be approved by the employee's supervisor or Department Org Head. Currently, the application will be routed electronically through JPMorgan Chase. The card can only be used for travel-related expenses. For University employees, travel is defined as 100 miles or more from campus or overnight.
- Expenses will typically be lodging, vehicle rentals, ground transportation, baggage fees, conference registration fees, and other hotel-related expenses. All Travel Cards include a meal exemption. The Travel Card should only be used for business meals while traveling. The employee should not use the Travel Card to purchase individual meals since the employee will be reimbursed for per diem after the trip has concluded.
- The Travel Card facilitates reconciliation of University business trips by consolidating all trip expenses on a single expense report in Concur. This expense report is submitted for review and approval, and is then imported into the department's management report.
- All Travel Cardholders must be Concur users since Concur is used to reconcile and expense all Travel Card transactions.

Travel Card Benefits

- Arrangers can use their Travel Cards to make arrangements on behalf of a traveler, so travelers are not out of pocket for airfare, rental cars, hotels, etc.
- Charges made on an Arranger's Travel Card come onto their profile in Concur, and can be expensed without troubling the traveler.
- As soon as an expense report is completed in Concur, the Travel Card charges are reconciled and appear in Management Reports. No further reconciliation is needed.

Travel Card Types and Uses

Individual TCard

Issued in Traveler's Name

Used for: Individual Trips or Group Leader Trips

Standard Limit: \$4,000 per transaction / \$12,000 monthly

- Conference Registration Fees
- Lodging/Hotel Pre-Payments
- Baggage Fees
- Car Rental
- Ground Transportation (e.g. Uber, Cabs, etc.)
- Parking Fees while traveling
- Fuel while traveling
- Business Meals while traveling

Group/Arranger TCard

Issued in Arranger's Name

Used for: Employee, Guest, or Group Trips

Standard Limit: \$10,000 per transaction / \$30,000 monthly

- Conference Registration Fees for Employee/Guest
- Lodging/Hotel Pre-Payments for Employee/Guest
- If Arranger travels with Group:
 - Baggage Fees
 - Lodging/Hotel
 - Ground transportation or parking while traveling
 - Event/Entrance fees
 - Business Meals while traveling

Travel Cards should not be used for:

- Personal or Per Diem-related Meals
- Any expense that should be charged to a Purchasing Card (PCard)
- Any non-travel-related expenses
- Any items that are a violation of University policy