

MSU Travel Card Guide

Purpose of MSU Travel Card

The MSU Travel Card is intended to provide a convenient means of paying for travel expenses for an MSU employee while traveling on MSU business.

Applying for MSU Travel Card

Full-time faculty and staff who incur \$1,000 or more of travel expenses annually are eligible to apply for an MSU Travel Card. The application must be approved and signed by their respective department head/director. Students are not eligible to apply for an MSU Travel Card.

Credit Limits

The cardholder and respective department should determine a reasonable monthly credit limit dependent upon the amount of travel expenses the individual incurs monthly.

****Before using an MSU Travel Card within the State of MS, please notify the vendor that MSU has a tax-exempt status.****

Authorized MSU Travel Card Expenses

- Lodging (room only, no incidentals)
- Baggage fees
- Rental cars
 - Rental vehicle state contracts must continue to be abided by.
- Taxis/Shuttles
- Pre-approved group meals
- Fuel for rental vehicles
 - Fuel purchases are allowable only when the fuel is being purchased for a rental car. Dates of the fuel purchase should match the time in which a vehicle was rented for payment of this expense. Fuel is considered an unauthorized expense when purchased for use in personal vehicles, fleet vehicles, etc.
- Tolls
- Parking
- Business related internet
- Registration fees for in-person conferences



Unauthorized MSU Travel Card Expenses

- Travel expenses for non-MSU employees
- Airfare (EBTA process should be used)
- Fuel for any type of vehicle other than rental
- Cash advances
- Travel expenses for companions or spouses
- Food and beverages (including alcohol) that are not group meal expenses pre-approved by Travel Services
- Sales tax within MS
- Personal items
- Hotel incidentals
- Laundry
- Personal calls
- Movies
- Individual meals
- Alcohol
- Room service
- Registration fees for virtual conferences
- Any purchase in which MSU does not receive direct benefit
- Anything not specifically listed under authorized expenses

Statement Cut-Off

The Regions Travel Card statements are set to cut off on the 15th of each month. This date is subject to change if the 15th falls on a weekend.

Reconciliation

The departments will no longer be responsible for completing monthly journal vouchers and bi-annual audits. All MSU Travel Card transactions will automatically populate in Concur. The transactions will be required to be included in an expense report in Concur to be reconciled in Banner. As Travel Services audits the expense report and reimbursable expenses, we will also be auditing the MSU Travel Card expenses to ensure departments comply. See below the step-by-step explanation from when the card is swiped to when it reaches Banner.

1. Traveler swipes card at vendor.
2. Transaction reaches VISA and will show as pending (authorization request) in Regions OnePass.
3. VISA processes transaction, and it will show as posted (transactions) in Regions OnePass.
4. Regions sends posted transaction to Concur, and it will show in Concur on traveler's home page as an available transaction to be added to an expense report.
5. Traveler adds transaction to expense report. Transaction will be hardcoded as a payment type of "University Paid" and the field will not be editable by any user.
6. Traveler submits expense report, and it goes through all internal department approvals.



7. Expense report reaches Travel Services. Travel Services audits reimbursable expenses and the Travel Card expenses.
8. Expense report is approved, and all expenses are sent to Banner.
 - a. Reimbursable expenses will be sent for direct deposit.
 - b. Travel Card expenses will go into a holding table in Banner. Travel Services will complete a journal voucher to reconcile these expenses.
 - c. Travel Card expenses will post on your ledger the same month as the reimbursable expenses from the expense report they were included on.

