

Department Travel Credit Card

What is it?

Department Travel Credit Cards are master cards issued through Bank One. Each credit card is issued to a particular department and the department name is shown on the card. The department business office can charge the department's travel costs to the credit card. The Department Travel Credit Card Program is administered by Accounts Payable.

Who is authorized to use the card?

College/Division Administrators decide who will be authorized to use this card.

What can be charged?

1. NTS on-line reservations for airfare, rental car, and hotels
2. NTS full service reservation (by phone or e-mail) for airfare, rental car, and hotels
3. Other travel agency for airfare, rental car, and hotels
4. Hotel
5. Airline
6. Rental car company
7. Conference for registration (It may require AP override since some vendors' Merchant Category Codes are not setup for the travel credit cards under the state contract)

What types of documents are required for the charges?

A Travel Request and a receipt are required for each transaction. If the on-line reservation system is used, a screen print-out of the confirmation page with details and paid amount can be used as a receipt. The original documents must be attached to a journal entry and submitted to General Accounting. The journal also needs to include a monthly Expense Report printed from SDOL.

Can the departments monitor the charges?

Yes. You can review charges in the bank on-line system (SDOL). Charges are posted to SDOL in approximately two business days from the transaction dates.

Which funds can be used to pay for these travel expenses?

Local funds only. If travel needs to be charged to state funds, the department must submit a voucher to Accounts Payable to reallocate the expense from the local cost center to the state cost center after the journal entry charging the local cost center has posted.

How do we record travel expenses?

Local Funds - Departments prepare a journal to record these travel expenses in PS.

Debit Entries (+) with appropriate expense accounts and local cost centers indicated on Travel Requests

Credit Entries (-) with Account #20110 and a default cost center recorded in SDOL

Departments must enter an applicable journal number/destination/date into the SDOL for each transaction.

What is the deadline for submitting journal entries to General Accounting?

Departments must submit their journal entries to General Accounting by the 20th of each month to record expenses for the previous billing period (11th of the previous month to the 10th of the current month).

How do we initiate payments to Bank One?

Accounts Payable initiates payments monthly by creating a file from SDOL and converts the file into PS8.4 vouchers. Account #20110 and the local default cost centers in SDOL are used on the vouchers.

Who should have access to SDOL?

College/Division Administrator and Department Business Administrator

The department business office staff who enters applicable information into the SDOL.

The department business office staff who needs to run transaction reports in SDOL.

How can we get a Department Travel Credit Card for our department?

Contact Accounts Payable: Priya Chityala (3-8707) or Sandra Silva (3-5883) to obtain an application form. The form must be completed, signed by College/Business Administrator, and submitted to Accounts Payable.