

## Travel Expenses

To be issued a Purchasing Card that can also be used for travel related expenses, a Cardholder:

- is required to travel for department business,
- must be familiar with the travel policies and procedures set by the State

Use of the Card is strictly for 100 percent allowable travel costs incurred while conducting department business. The traveler should provide the hotel a credit card in their name or cash deposit for personal incidental expenses they may incur during their stay at the hotel.

The only person who may authorize purchases on the Purchasing Card is the person whose name appears on the face of the Card. The Card or account number cannot be loaned to another person.

Below are examples of allowable and unallowable travel charges to the purchasing card:

<b>ALLOWABLE</b>	<b>UNALLOWABLE</b>
Registration Fees	Meals
Hotel Room (room charge and application taxes)	Movies
Airfare and travel agency surcharges	Personal phone calls
Car rental	Gift shop purchases
Parking & Tolls	Hotel bar
Car Fares	Other hotel services
Business phone calls (if no phone-card)	Gasoline

The same travel regulations apply when using the Card as when using other payment methods. An authorization for out-of-state travel is required in addition to the documentation required for tracking Purchasing Card transactions.

The Cardholder must:

- Obtain prior approval for travel on Finance Form AAF-10, Authorization for Out-of-State Travel.
- Determine if the travel related expenses are within their Purchasing Card spending limits.

- Authorize only 100 percent allowable travel expenses.
- Advise the Merchant that the purchase will be paid using the Visa Purchasing Card.
- For in-state travel: Inform the merchant that the purchase is exempt from State of Vermont sales taxes. Be prepared to provide a sales tax exemption certificate to the vendor. Before signing any transaction receipts, review the receipt given by the Merchant and if state sales taxes are charged, request a credit from the Merchant for the amount of the taxes charged. If the merchant refuses, the Cardholder must provide a written notation on the receipt of the merchant's refusal to grant tax-exempt status.
- If the transaction is by phone, mail order or electronic, advise the Merchant not to charge your card prior to receipt of services except in certain circumstances such as registration fees and airline tickets.
- If reservations must be cancelled, the traveler must notify all applicable airlines, hotel and auto rental vendors immediately and obtain cancellation numbers for each reservation. Failure to do so could result in the traveler being required to reimburse the department for costs of the unused services.

### **Registration Fees**

The purchasing card can be utilized for the payment of registration fees for a conference, convention, seminar or training course. Multiple registrations can be charged on the same purchasing card if employees are attending the same class or event on the same dates.

### **Record Keeping for Travel**

The Cardholder shall retain all transaction receipts/credits for travel.

- Receipts must be itemized to show the type of service, quantity and rate. If, for example, a hotel receipt does not show the room rate and any other charges itemized each day, the Cardholder must request a revised receipt that is itemized.
- Review hotel receipt for accuracy and inclusion of personal charges.
- Original receipts should be placed in the Cardholder's Purchasing Card Transaction Log/Envelope along with the approved travel authorization.
- If receipts are lost, attempt to obtain a copy from the vendor. If paying for expenses of another employee, a copy of their travel authorization should be included.