

UD Credit Card - Cardholder Procedures

Department of Physics and Astronomy

Introduction

A UD credit card is a privilege offered to faculty, staff, and grad students (on UD payroll). It is not a right. The credit card is provided to you for convenience, but also comes with a high level of responsibility. Noncompliance with UD department policies may result in cancelation of the card or credit limit reduction.

- **ALWAYS get an itemized receipt.** UD policy states that purchases under \$25 do not require a receipt; however, if the purchase is being charged to a contract or grant, and deemed a “potential unallowable” charge; after review without documentation the charge may have to be removed.
- The UD Credit Card must never be used to purchase items for personal use or for non-University purposes, even if the Cardholder intends to reimburse the University.
- DO NOT allow anyone else to use your UD credit card. Only the person whose name is embossed on the card is allowed to make purchases with it.

All University expenses can be paid for using your UD Credit Card, which includes grants. Your card will allow you to purchase office and lab supplies, and to charge most travel related expenses. This eliminates the need for you to use your personal credit card or cash for most purchases using University funds.

Department card administrator

- Kris Farmer
- kriskay@udel.edu
- 302-831-2662

How to obtain card

- Contact Kris Farmer to request a card
- Once your credit card has been issued, you will get a welcome email regarding Works. DO NOT DELETE IT.
- Follow the instructions to activate your account.
- You have seven days from the time you receive this email to activate your Works account. After seven days, the login information will expire. In the event that your login information expires, contact Procurement Services at 302-831-2161.

Purchasing goods and supplies

- Purchase items directly related to your University work such as office and lab supplies
- Purchases over \$5,000 require a Purchase Order processed by Procurement Services
- Splitting charges to remain under \$5000 or your credit card single purchase limit is prohibited
- You must obtain an itemized receipt for all purchases
- Supply purchases charged to grants – see specific information about grants on pages 3-4 under the heading **Other Considerations**
- See **Appendix** on page 6 for a list of items that cannot be purchased with a UD credit card or that have additional approvals or requirements.

Travel

The mode of transportation selected is to be justified on the basis of the most economical use of the traveler's time and the requirements of the trip.

If your travel is being charged to a grant, the purpose of the trip must be related to the research project. If you are traveling out of the country, and your flight is being charged to federal funds, you must comply with the **Fly America Act**, meaning it must be on a U.S. air carrier. If there is no U.S. carrier that flies to your destination, you must complete a **Fly America Waiver Checklist**.

Please contact Bank of America before traveling internationally to advise them of the dates and destination of your travel. As a security feature, Bank of America will decline transactions and block your account if charges appear on your account from merchants outside your usual spending habits.

1. Use your UD credit card for these travel expenses:

- Transportation – airfare/train (upgrades must be approved by dean or VP)
(When traveling on a federal grant, you must comply with the Fly America)
- Car rental (If not using Hertz or Enterprise, you must purchase \$1M Supplemental Liability Coverage in U.S. or Canada, also accept insurance in other foreign countries)
- Shuttle services
- Gas for the rental car
- Hotel/lodging (must get itemized bill)
- Conference registration
- Parking
- Membership fees – only allowed if joining the organization hosting the conference will provide a discounted registration fee, and attendance at the conference is the only reason you are joining the organization, the cost of the membership dues can be included in your registration and coded “travel”.
- Taxi
- Hotel internet services
- Abstract/Conference fees
- Baggage charges

2. Travel – out-of-pocket/reimbursable items

- Meals (Per Diem)
- Tolls
- Taxi
- Mileage for personal car (rate is usually the federal mileage rate, currently \$0.535)
- Fill out either the electronic or hard copy Reimbursement/Travel Expense Form and present to Kris Farmer with appropriate approval(s) if applicable.

3. Travel – unallowable charges (partial list):

- Hotel: movie rentals, mini-bar, recreational fees, costs for failure to cancel reservations, spa treatments, valet service and laundry
- Rental car: optional rental car insurance
- Travel insurance, accident and life insurance
- Babysitting
- Traffic fines

4. Travel Meals –

- **Per Diem – no receipts required**
 - Pay for your meals out of pocket with your own cash or personal credit card.
 - Upon your return a reimbursement request should be completed for any out of pocket expenses incurred on your trip including your per diem.

- You will not be reimbursed for more than the city's per diem rate.
- 75% Per Diem rate applies on first and last days of travel
- When an outside agency pays for meals, the traveler's claim for the per diem must be adjusted by the amount of the meal
- If a traveler is attending a conference where a meal is provided, the traveler's claim for the per diem must be adjusted by the amount associated with the meal provided

Reimbursement for personal meals and incidental expenses is on a per diem basis. Personal meals are those incurred when traveling on an out-of-town business trip. Incidental expenses are those incurred for personal use such as personal care products, newspapers, periodicals, etc.

The University uses domestic and foreign per diem rates set by the U.S. government. Foreign per diem rates may fluctuate along with the currency. To determine the per diem rate for the city you are traveling to, please visit the following sites:

- Domestic per diem rates: <http://www.gsa.gov/portal/category/21287>
- Foreign per diem rates: http://aoprals.state.gov/content.asp?content_id=184&menu_id=78

Receipts

You must keep the receipts for all transactions made with your UD Credit Card. All receipts are to be submitted to your card administrator in a timely manner.

- Write your name on all receipts or attach them to your travel expense report before giving them to your card administrator, Kris Farmer
- All receipts must be itemized, i.e. they must list each individual item that you purchased including any shipping charges.
- Restaurants will provide you with two receipts, one showing the total bill including tip and one itemized receipt showing what was ordered. Both of these receipts must be submitted to the card administrator.
- If the merchandise is returned for credit, the cardholder is responsible for obtaining a credit receipt.

Other considerations

- **Alcohol** – the University does not allow alcohol to be charged to basic budget, self-supporting, state or federal Purposes. If you charge alcohol on your UD credit card, you will need to reimburse the department by personal check.
- **Grants** – Itemized receipts and credit card slips are required
 - Items purchased for grants – you must be able to justify any purchases charged to a grant is benefiting that project and only that project. You may be asked for additional justification from your card administrator for items not in the grant's budget or on the Research Office's list of "potentially unallowable" categories:
 - Computer hardware and supplies, computer software
 - Association dues
 - Postage
 - Foreign travel (unless specifically allowed)
 - Office supplies
 - Meals other than travel (not allowed)
 - Alcohol (not allowed)
 - No alcohol

- No entertainment meals, including meal for non-UD colleagues at a conference
- You can charge a meal to your grant for a hosted event at which technical information regarding your research is being disseminated, with the following documentation:
 - Formal agenda
 - List of attendees
 - Itemized receipt
- **Non-travel meals** - If you travel for research or to a conference that does not require an overnight stay, any meals that you purchase will be considered taxable income and will be added to the wages on your W-2 at the end of the year
- **Questionable Transactions** - If a transaction is questionable or unknown, do not sign off on it. Use your receipts to verify that the transaction is legitimate. If the transaction is not legitimate, contact Bank of America's fraud department at 1-877-451-4602 and report the charge. You can also dispute the transaction in Works, but you should not sign off on it if you suspect that it is fraudulent. You have sixty days to dispute any unknown or questionable transactions.
- **Lost or Stolen Card** - During University business hours, contact the Procurement Office at 302-831-2161. During non-University business hours contact Bank of America at 1-888-449-2273. Please also contact your UD Credit Card Administrator so that they are aware of the situation and can assist in getting you a new card.

Signing off in Works

- Department policy – all credit card charges must be signed-off within **30 days** of purchase (may differ for travel receipts; ask Department Administrator for details). Charges should not be signed off on in Works until you have a receipt and an approved internal "General Requisition Form" signed by your Advisor and a purpose code/speed type assigned for allocation purposes by the Departmental Administrator. Immediately following your sign-off, give the pertinent documentation to Kris Farmer.
- Click on link in the email you receive from Works after making a purchase (<https://payment2.works.com/works/>)
- If you can't remember your username or password, contact Kathy Roeder, Procurement Services (Katroe@udel.edu)
- Please be sure to add a detailed explanation and justification for each purchase in the comments section of each transaction. Your comments should provide a full explanation as to how this transaction constitutes a **Bona Fide Business Purpose**.
 - *Travel/Conference Transactions* - include the date(s), location (destination and departure), and name of conference/seminar you attended. If you have travel expenses for another individual, include the name of that individual also.
 - *Meals* - include the names of those in attendance, business relationship, and business purpose. Please note if alcohol was included in the purchase.
 - *Travel Meals* - specify all travel-related food transactions as "food while traveling". In addition, include the destination city as well as the name of the conference/seminar you attended.

Statements

The billing period for your procurement account ends on the last day of each month.

- Bank of America will mail out a monthly statement showing all charges made during the period
- You must verify the charges on your statement
- Your statement is mailed to you
 - Attached receipts you have (if any)

- Sign statement
- Give statement and receipts to your card administrator

Relevant University policies:

- UD Credit Card Policy: [Policy 5-22](#)
- Travel Policy& Business Hosting: [Policy 3-7](#)

APPENDIX

The following items cannot be purchased with a UD Credit Card:

- Items for Personal Use
- Items for Non-University Purposes
- Cash Advances (Approval may be granted on an individual basis.)
- A catered event on campus by anyone other than University's Dining Services
- Contracting
- Gasoline for personal vehicle
- Financial services
- Radioactive material (Order via Environmental Health and Safety)
- Laboratory animals (Order via the Laboratory Animal Facility)
- Any purchases prohibited by University policy or not related to University business
- Items over \$5000; they must be purchased through Procurement Services

The following items must be authorized in advance by the designated individual within the University. Authorization must be obtained in writing and included with the Support Documentation for that purchase.

- Respirators - Director of Environmental Health and Safety
- Refrigerators - Director of Environmental Health and Safety
- Fume hoods - Director of Environmental Health and Safety
- X-ray equipment - Director of Environmental Health and Safety
- Copiers - Director of Supporting Services
- Printing - Publications Manager
- Biological safety cabinets - Director of Environmental Health and Safety
- Laminar Flow Clean Benches - Director of Environmental Health and Safety
- HEPA filtered equipment - Director of Environmental Health and Safety
- Insurance - Director of Risk Management

The following items must be communicated in writing to the designated individual. A copy must be included with the Support Documentation for that purchase.

- Laser Equipment - Director of Environmental Health and Safety
- Intrusion Alarms - Director of Public Safety