



**TRAVEL CARD PROGRAM**

**CARDHOLDER PROCEDURES**

- Cardholder must be a USC employee.
- Card is to be used only to pay flights, registration, memberships and hotels (only on individual cards) for the legitimate benefit of USC.
- Cardholder receives card after training with liaison and execution of Travel Cardholder Agreement. Training to include discussion and provide copy of Cardholder Procedures.
- Responsibilities include:
  - Sign Travel Card Request Form, Travel Card Update Request Form, if applicable.
  - Verify address on BOA cover letter (statement sent to address) – submit update request if needed.
  - Activate card. Reminder letter sent to cardholder if card not activated within 30 days. Card canceled if not activated within 2 years.
  - Treat Travel Card with at least the same level of care as a personal credit card.
  - Maintain card in secure location and carefully guard the account number.
  - Ensure the card is only used for travel business purposes ((flights, registration, memberships and hotels (only on individual cards))).
  - Ensure that the card is only used by the approved cardholder.
  - Have arrangements for alternative form of payment if card denied. Notify liaison of decline.
  - Obtain all sales slips, register receipts and any other documentation and provide such to liaison for reconciliation, approval and allocation of transactions. Department deadlines apply.
  - Provide signed copy of monthly cardholder statement to liaison. Coordinate deadline with liaison.
  - Notify and provide documentation to liaison of transactions to be disputed.
  - To not accept cash in lieu of a credit to the card account.
  - Immediately report a lost or stolen card to Bank of America @ 1-888-449-2273 (24/7).
  - Immediately notify liaison of a lost or stolen card at the first opportunity during business hours.
  - Immediately notify liaison at the first opportunity during business hours of any communication from Bank of America regarding possible fraudulent activity on the card.
  - Self-report program violations to liaison.
  - Return the card to liaison upon terminating employment with USC or change in employment functions. Liaison or cardholder to contact the Travel Office to cancel card.
- Violations of policies/procedures include (but are not limited to):
  - Making personal or non-travel related transactions on the card.
  - Failing to provide receipts or documentation in a timely manner.
  - Allowing another person to use the travel card.
- Recurring violations of the policies and procedures will result in the card being revoked or other disciplinary action, including possible employment termination.
- The Controller’s Office will conduct random compliance audits of the cardholders’ purchases and related documentation.

**PRINTED CARDHOLDER NAME** \_\_\_\_\_

**CARDHOLDER SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_