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**Sent:** Friday, May 15, 2015 9:07 AM  
**To:** controllers\_office@lists.wsu.edu  
**Subject:** [Controllers\_office] University Travel Charge Card Reminder  
**Attachments:** ATT00001.txt

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The University Travel Charge Card Program is intended to provide faculty and staff with a convenient means for charging WSU business travel expenses. Travel Services would like to remind our Travel Cardholders what constitutes allowable use of the Travel Card.

Use your University Travel Charge Card for:

- University business-related travel expenses such as lodging, meals, car rental, ground transportation, and miscellaneous travel expenses.
- University business-related expenses, e.g., photocopying, faxing, etc., while the cardholder is in travel status.
- University business meals, entertainment meals, and employee recruitment meals, where allowable and approved, when the cardholder is or is not in travel status.
- University business-related airfare purchased according to [95.07](#). Note: **The preferred method for purchasing airfare is using the Central Travel Account (CTA).**
- University business-related conference registrations. Note: **The preferred method for purchasing conference registrations is using the Purchasing Card.**

Do not use your University Travel Charge Card for:

- Personal purchases of any kind.
- Any expenditure that is not an official University business related expense.
- Cash advance or access is **not** available on the card.

Placing personal or inappropriate charges on the card is a violation of the University's policy. See [20.37](#). Such actions may result in the travel card account being closed and/or disciplinary action being taken against the cardholder.

Travel Services would also like to remind cardholders about the Visa benefit package for the Travel Charge Card. It includes everything from travel and emergency assistance services to automotive rental collision damage waiver. Travelers should familiarize themselves with these valuable benefits prior to travel. Here is a link to the full document: <http://travel.wsu.edu/images/Travel%20Charge%20Card%20Visa%20Benefit%20Guide.pdf>

Department administrators are responsible for making sure that employees approved for use of the Travel Card are familiar with rules regarding its proper use. We recommend periodic distribution of the information in this message to all cardholders in your area.

If you have any questions, please contact Travel Services. As always, thank you for your support and cooperation!

Best regards,

WSU CONTROLLER'S OFFICE MAILLIST



## Go COUGS!

This mail list has been developed for those individuals responsible for financial administration, transactional processing and financial approvals across the Washington State University community. It will be used to share important news, announcements and procedural changes related to effective financial management at WSU. We will also provide tips to help keep you up-to-date and to assist in minimizing administrative effort in navigating business policies and procedures.

We would like to hear from you. If you have questions, comments or concerns related to this mail list or suggestions for content, please contact Joy Morton at [joy.morton@wsu.edu](mailto:joy.morton@wsu.edu). **Please feel free to forward this message to anyone in your unit who would benefit from announcements and timely updates on Business Services/Controller's Office processes and procedures.**

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