

## Group Travel Card

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### Scope

The Group Travel Card is a credit card that can be used by university employees when traveling with a group of students for a university function.

### Policy Statement

The Group Travel Card program provides university employees with a credit card to make purchases from vendors/suppliers for approved university group travel purposes. This procurement option improves efficiency by eliminating the need to issue checks for payment.

### Reason for Policy

The Group Travel Card program provides University of Nebraska employees with a credit card to make purchases from vendors/suppliers for approved university group travel purposes.

## Procedures

Each Group Travel Card is issued to a named individual and the university is clearly indicated on the card as the corporate buyer. The sales tax exempt status of the university is embossed on the card. Please contact Procurement if the vendor requests tax exempt documentation.

The Group Travel Card is not to be used for any personal transactions.

Original documentation must support the legitimate business purpose of all transactions made with the Group Travel Card.

Documentation must include the name of the supplier/vendor, the date and dollar amount of the transaction. No adjustments should be made to the original documentation. Documentation must include a list of participating individuals and the university affiliation.

Documentation should be turned in to Group Travel Card reconciler within ten (10) business days after the group returns from travel.

Procurement, Accounting Services, and Operations Analysis will monitor the performance of the Group Travel Card Program.

## Related Information

[Board of Regents Purchasing Policies](#)

## History

This policy was developed and approved prior to the implementation of the campus policy development and approval process approved by the Chancellor's Cabinet in October 2015.

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