

Purchasing Card Procedures - Student Travel Expenses

As a reminder, ***VSU employees must pay their travel expenses directly*** and then request reimbursement through the VSU Travel Department upon returning to the University.

A. Using the PCard for Student Travel:

A cardholder must request approval from the PCard Office prior to each trip to use the card for **student travel expenses** when traveling with a sanctioned student group. All purchasing regulations including the \$5,000 bid limit and food per diem amounts apply.

Student travel expenses include:

- Airlines
- Ground Transportation
- Food
- Lodging
- Entertainment

Note: The cardholder must ensure that VSU has the vendor's certificate of liability insurance on file for chartered airlines, buses, limos or vans.

Note: Agency accounts (Fund 60000) can use the pcard for student travel **only** for Study Abroad Programs.

Note: Cardholders for Athletic teams have **standing authorization** to use the pcard for student expenses when traveling to athletic events.

B. Documents Required by the PCard Office Prior to the Trip:

To request approval to use the pcard for student travel expenses, the cardholder must submit the following documents to the PCard Office prior to the trip. The cardholder will be notified by email when the documents are received and **travel codes are added to the purchasing card**. When the group returns from the trip, travel codes will be removed from the card and the original credit limits will be restored.

- 1) Approved Field Trip Authorization (if applicable) **or** Approved Group Travel Request
- 2) Roster of Students

C. Reallocation of Travel Expenses is Required Before Signing Off Transactions

The cardholder or proxy reconciler must utilize the add/edit feature in Works to reallocate student expenses to the appropriate travel accounts before signing off the transactions. The domestic student travel accounts to be used are below. Contact the PCard Office for international codes:

- 727110 Registrations for **Students and Employees**
- 651110 Bus Charter **or other Ground Travel including Tolls**
- 651120 Air Travel
- 651130 Meals
- 651140 Lodging
- 651150 Misc
- 651160 Rental Car
- 651170 Parking

Account Reallocation Instructions:

- Log into Works at <https://payment2.works.com>
- Go to Tasks; Cardholder; Transactions Requiring Sign Off (Split Screen View)
- Highlight **one** transaction at the top of the screen to be reallocated
- Select the Allocation tab in the bottom portion of the screen
- Click the Add/Edit button at the bottom left of the screen
- Highlight the Account segment (last six digits - usually 714100)
- Enter the appropriate student travel account number
- Click OK
- Enter a brief description of the trip or event if prompted (include city/state)
- Sign off the transaction