

Switch from University Travel Card to University One Card with Travel Options

The University of Missouri System is migrating from separate travel and purchasing cards to an integrated One Card program, administered by the university's current card supplier, JPMorgan. This program gives the university the ability to have cards with options for purchasing only, travel only, or a combination of both.

Cash Advances

The current travel card is a personal responsibility card, with the cardholder monitoring monthly statements, paying the credit card balance themselves, and then requesting reimbursement from the University. The new One Card will be a corporate liability card, with payments being made by the university and statement reviews performed in the same manner as the current procurement card process.

The current travel card allows transactions at an Automated Teller Machine (ATM) to obtain cash advances to be used for expenses while in travel status. With the switch to the One Card, ATM transactions will no longer be allowed unless a special request has been made and approved in advance of travel.

Receiving a Cash Advance prior to travel

To obtain funds in advance of travel, the traveler or their delegate must complete a Cash Advance request in the PeopleSoft Finance Travel & Expenses module. This request will be routed for approval to the traveler's HR Supervisor and the Cash Advance Coordinator before the cash advance is paid via ACH to the traveler's designated bank account. Funds will not be advanced in support of travel expenses that can be charged to the University's One Card or by direct billing.

For information on completing a Cash Advance request, see the Travel & Expenses training guides at the following link: https://www.umsystem.edu/ums/fa/finance-support-center/travel_and_expenses

Using the University One Card for a Cash Advance

If a traveler has a business need to obtain cash while in travel status (e.g. international travel, currency conversion), a special request form must be submitted prior to the travel. Approval by the responsible person for the traveler's division and the designated Supply Chain representative must be obtained before the traveler's One Card will be activated for ATM transactions. This access can be limited to a specific time of travel. Departments will be responsible for the ATM fees associated with the transactions.

The special request form can be found in Outlook Forms and is titled **UM One Card ATM Access Request Form**.

Repayment of Cash Advances

All cash advances must be repaid in full or applied to an Expense Report reimbursement within 21 calendar days following completion of the trip. Failure to repay a cash advance within this period may result in the amount being deducted from payroll earnings and may further result in loss of this courtesy.