

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.

Fiscal Review Impact

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.

During the transition period, there will be a need for additional reviews and monitoring of transactions generated from the One Card. Reviewers and approvers of these transactions may be new to the university corporate card process and/or may need a refresher on travel policies and procedures. Most of these reviews are being done today but a special emphasis will be necessary during this period as users and reviewers familiarize themselves with new processes and policies.

Emphasis areas during review – Fiscal Reviewers & Approving Officials

- Ensure transactions generated from the One Card are not included in a request for reimbursement to the employee through Travel & Expenses
- Review for expenses that were allowed using the travel card but no longer allowed on the One Card (e.g. personal meals or gasoline for a personal vehicle). University policy BPM 503 states that reimbursement for personal meals is done on a per diem basis and individual meals should not be charged to the One Card. Also per policy, the use of a personal car is reimbursed on a mileage basis. Therefore, the cost of fuel should not be charged to the One Card unless it is for a rental vehicle.
- Review hotel bills charged to the One Card for incidentals that are personal expenses. In the past, those items could be charged to the travel card and marked as non-reimbursable when the receipt was submitted for reimbursement. Incidentals should not be charged to the One Card. If charged directly to the One Card, the employee should provide reimbursement to the University per the procedure below.
- Reconciliation of One Card transactions will occur in PaymentNet. Users receiving a One Card who are not familiar with PaymentNet will need to work with the approving official for their department on how these reconciliations will be done.
- If an accidental/incorrect charge is discovered that necessitates a reimbursement to the University, the reviewer must report the incident to APSS per established procedures. This process records a receivable on the university books and allows for reports to be produced that track balances and repayments. Process guidelines for reimbursement to the university are outlined in a separate document.
- If an ATM withdrawal for cash is charged to the One Card, an adjustment cash advance will be recorded on the university books. The receipt for the ATM transaction must be submitted as the receipt for the One Card transaction. The adjustment cash advance should be associated with the expense report submitted upon return from the travel and will offset what is reimbursed to the employee.