Departmental Airline PCard

Purpose: Primarily to facilitate the purchase of airline tickets for non-employees, students and groups traveling on University business. Group travel may include employees; however, this PCard program is not to be used as a replacement for the current process in place for individual employee travel using the Travel card with reimbursement via an eBERF. In all cases, there must be a valid University business purpose for each charge to the card. The named Cardholder is responsible for all charges to the card.

1. Issued by AMEX and is within the PCard program
   - Cards restricted to the airline industry MCC codes
   - Monthly cycle limit of $10,000

2. Participation in this program requires the approval of the Corporate Cards Office prior to the submission of the card application.

3. Applications via AMEX NetApps website
   - Employee responsible for the card submits application
     i. Responsible employee must be a full time UM employee
     ii. Specify UM account number – charges will default to this account unless changed via the CAR review process
     iii. Approval required by Department Administrator (not necessarily the Cardholder’s supervisor)
     iv. Respond with “Y” to the question: ‘Is this an airline card?’

   - Approval by Corporate Cards Office

   - Responsible employee’s name followed by ‘STC’, the default account number and the department name appears on the card and will be recorded online (on AMEX website - NetService)

4. Cardholder must attend in-person training where a review of the following will be conducted:
   - Program rules
   - Account allocations via CAR review – the CAR access form must be completed and submitted to the Corporate Cards Office for approval and processing.
   - Online access to card transactions and monthly statements via the AMEX NetService website
     i. Sign up for electronic statements and email notification
     ii. Online access to review and dispute transactions

   - Card delivered at the end of training
   - Cardholder must acknowledge receipt of the new card

5. Training Points
   - Airline ticket purchases for non-employees, i.e. students, interview candidates, visiting faculty, visiting speakers and group employee travel
   - Cardholder must complete Transaction Log/Travel Log (Attachment A)
**Cardholder** must collect receipts for all purchases for submission with each monthly statement. Other supporting documentation should include the following when they exist:

i. Conference brochure
ii. Advertising flyer
iii. Memos/event invitations

Within **15 days** following the end of each monthly cycle, the **Cardholder** must

iv. Print statement from NetService website
v. Reconcile the statement
vi. Match receipts with each transaction
vii. Travel Log – must contain the business purpose explanation for each airline ticket charged to the card. Business purpose explanations must include responses to who, what, why and where questions.
viii. Statements must be signed by the **Cardholder**
ix. **Statements must be reviewed and approved by the Departmental Administrator**
x. Submit statements to Corporate Cards Office
xi. **Cardholder** or Department Administrator should maintain a copy of the statement and receipts to facilitate future reference for purchase inquiries

**Other PCard deadlines for statements and supporting documentation will apply**

**Card subject to suspension if statement is not received by the due dates**

**Statements subject to 100% audit**