

## HOW THE TRAVEL CARD WORKS

The CU Travel Card is designed for global and domestic use. It therefore incorporates EMV (Europay, MasterCard, VISA) chip-and-PIN technology as well as traditional magnetic stripe technology. In countries that have adopted EMV standards, card transactions will be authenticated by the embedded microprocessor chip in conjunction with a PIN (Personal Identification Number) or a signature. In the U.S. and other countries that are in the process of adopting these standards, transactions can still be authenticated by the magnetic stripe (typically in conjunction with a signature).

Note: You will receive a PIN with your Travel Card. This is to support EMV chip-and-PIN processing only – the card cannot be used to obtain cash advances at an ATM. If you believe you will need a cash advance for a University trip, please refer to the PSC Procedural Statement Travel Advances.

<https://www.cu.edu/psc/procedures/cash-advances> .

## UPDATE YOUR CONCUR PROFILE

Be sure to enter your Travel Card number on your profile in the Concur Travel & Expense System. Note that the billing address for your card is your work address (the address listed on your card application). For instructions on how to update your profile, see the Step-by-Step Guide at:

<https://www.cu.edu/psc/training/booking-travel/updating-your-profile-concur> .

## USES OF THE CARD

As discussed in the online Travel and Travel Card Training course, the Travel Card should be used for your own University business travel expenses, including:

- Lodging deposits and stays
- Rental cars and rental car gas
- Other ground transportation (e.g., taxis, shuttles, subways)
- Parking and tolls
- Official function meals while in travel status
- Incidental travel expenses (e.g., batteries for a laser pointer used in a presentation)

In addition, should you have these responsibilities as part of your work, you can use the card to:

- Pay for non-employee travel expenses (e.g., local hotel stays/airport shuttles for guest speakers)
- Pay for group meals in travel status
- Pay for group ground transportation
- Reserve hotel room blocks for groups

The card is **NOT** allowed to be used for:

- Personal expenses (except while in travel status, see above)
- Airline tickets
- Other employees' travel (except group travel, see above)
- NON-travel purchases > \$5,000 (e.g., official functions over \$5,000 must be purchased through CU Marketplace)

The Travel Card will feed transactions to the Concur Travel & Expense System for reconciliation as part of the expense report submitted upon trip completion.