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**Concur**  
**Reference Guide**  
**Travel Credit Card**

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## Travel Credit Card

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### Travel Credit Card

The travel credit card program was created in conjunction with the implementation of Concur Travel & Expense. The card is available for eligible employees who travel at least twice a year.

This is a corporate credit card, solely for use with travel.

### Obtaining Credit Card

The credit card can be requested by completing the **Corporate Travel Card Request Form** located on the Accounts Payable form page at [www.csuchico.edu/ap](http://www.csuchico.edu/ap).

### Expectations for Card Usage

The cardholder must monitor charges that occur on the corporate card and promptly notify US Bank or the Accounts Payable office if there is reason to believe that the card has been compromised. Fraudulent activity must be disputed timely.

The card is to only be used for official state business travel charges and the cardholder is responsible for reconciling card activity by attaching charges to related travel expense reports in Concur Travel & Expense platform.

**The card is specific to the cardholder** and all activity feeds to the cardholders Concur profile to be expensed for a trip. **The card is not to be used as a “department card” to pay for travel elements on behalf of others.** If traveling with a group, a cardholder may cover **certain** expenses for others traveling; please contact Accounts Payable at x6426 to discuss when this might work and what impact this has on the traveler’s travel request.

The card cannot be used for the following types of expenses (not an exhaustive list):

- Non-travel related purchases or expenses (i.e. services or campus operating supplies)
- Travel expenses that are extravagant and/or not ordinary or reasonable or compliant with CSU and campus travel procedures
- Cash advances
- Personal travel

Card charges will be reviewed and monitored, are subject to public records act requests, and identification of misuse will warrant consideration for suspension and/or termination of card.

## **Card Limits and Declined Transactions**

Card limits can be adjusted as travel needs change or certain trip elements result in needing higher limits. In addition, there are times when charges might be denied. Please contact Accounts Payable at x6426 for assistance with card needs.

## **General Considerations and Tips**

- Meal limits - Per the CSU travel procedures, meal reimbursements are capped at \$55 per day. If an expense in excess of \$55 is charged to the campus travel credit card there may be a possibility that the traveler will need to repay the University. It is suggested that this practice is avoided. Should it occur, repayment instructions will be sent to the traveler and resolving the outstanding amount is expected in a timely manner. Traveler cards will be temporarily suspended in the case of non-payment and communication regarding the outstanding balance will be shared with traveler's supervisor or Division admin as applicable.
- Receipt requirements – itemized receipts are required for any expenses greater than \$55, regardless of payment method. Please maintain required receipts.
- Cards will be automatically closed/suspended after one year of inactivity.