

ULM STATE TRAVEL CARD/CBA INFORMATION

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MISCELLANEOUS INFORMATION

- x The Cardholder must be present for his or her card to be used for an expense. The Cardholder ONLY is to use the card. Additionally, the card CANNOT BE LOANED to anyone for any reason. Must have Group exception to use for any other travelers and cardholder must be present the travel
- x CBA cardholders are the only ones allowed to use the CBA account. No one else can use the account even for a legitimate purchase, or OST considers it misuse.
- x Follow all PPM49, State Travel Card, and Athletic Travel regulations. Exceptions must have prior approval by the Office of State Travel
- x Remember – NO Late tax is allowed except for parking on hotel receipts. check your receipts/invoices for tax before leaving the business. (USA Lodging may have occupancy tax, but not state occupancy tax.)
- x Billing cycle is 9th to 8th each month. Physical statements are mailed and holdes after that. Electronic versions are available in Global Card Access. You can a program administrator to obtain a copy if you don't receive one in a timely manner
- x Resort amenity fees can be paid, but is to be added to the room rate and not to exceed the GSA rate for the area unless at a conference. Otherwise department head approval is needed.
- x Receipts/invoices and supporting documentation (scans) must be uploaded and attached to transactions in BOA Works, and transactions must be allocated with the correct Index and Account for the expense/credit. You must have rosters for group travel and signed rosters for food purchases. Multiple files may be attached to a transaction and a travel authorization should be attached if available
- x Allocation of indexes and accounts and uploading of receipts/invoices and backup documentation are to be completed in Works by the 25th of the month and are overdue on the 1st of the following month.
- x All travel information, policies, and forms are located on the ULM travel website at the following address <http://www.ulm.edu/controller/travel.html>

Please contact a travel program administrator for more information:

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