

## PeopleSoft Upgrade Project Credit Card Solutions Implementation Plan

- ✓ Existing Purchasing Card will be authorized to purchase commodities and services only – This card will not be used for Individual Travel
- ✓ A Separate Travel & Entertainment Card will be issued for individuals who frequently travel and/or entertain - including Foundation expenses
- ✓ The Expense Report will be Automated
- ✓ A Departmental Travel Card can be Used with an Improved TAR Process

|                           | Dept Travel Card   | T&E Card  | Commodity Card  |
|---------------------------|--|---|---|
| <b>Designed For</b>       | Administrative; Makes Travel Arrangements for Candidate Travel, Student Travel and Dept Individuals that do not qualify for a T&E Card; Issued to Each Finance Mgr or designee | Traveler; 3 or more times per year or Employee who incurs entertainment expenses  | Dept Purchaser  |
| <b>Base Card Limits</b>   | 5,000 per transaction 10,000 monthly   | 2,000 per transaction 5,000 monthly   | 1,000 per transaction 5,000 monthly                     |
| <b>Approved Purchases</b> | Airfare, Hotel, Registration or other travel expenses  | Airfare, Hotel, Registration, Meals Entertainment Exp within University Policy, Small and or infrequent purchases (books, etc.) | Commodity (office supplies, etc.) and Approved Services |

### Advantages of Travel Card Employee

- ✓ No Annual Fees
- ✓ Greater Use of Card for Meal and Approved Entertainment Expenses
- ✓ Speeds Up Reimbursement Process
- ✓ No Credit Check
- ✓ Does not Impact Personal Credit