Ball State University
Athletic Team Travel Card
Policy and Procedure

Athletic Team Travel Card Program

The Athletic Team Travel Card is designed to improve the efficiency and convenience of athletic team travel for Ball State University’s Athletics Department, which includes students. The Athletic Team Travel Card may be used for services/purchases from any vendor/supplier that accepts a MasterCard credit card.

Each Athletic Team Travel Card is issued to a named individual, and the University is clearly indicated on the card as the corporate buyer of services and products. The cardholder cannot delegate use of the Athletic Team Travel Card. The sales tax exempt status of the University is embossed on the card, and it is advised that the cardholder emphasize to the vendor the University’s sales tax exempt status at the time of each purchase. The Athletic Team Travel Card is not to be used for personal transactions.

This program will enable the cardholder to pay travel expenses directly to the vendor for athletic team travel. The related charges will be debited directly to the University default cost object (budget sub-code) designated for each respective Athletic Team Travel Card. Payment for all Athletic Team Travel Card transactions is performed electronically, which eliminates the need to issue checks for payment of each invoice.

Athletic Business Services, Purchasing Services and Accounts Payable will monitor the performance of the Athletic Team Travel Card Program. All questions or concerns regarding this program should be directed to:

Athletic Business Services: Director of Athletic Business Services 765-285-8484
Purchasing Services: Purchasing Credit Card Administration, 285-1532
Accounts Payable: Director of Accounting Office, 285-1327

Athletic Team Travel Card Financial Policy

1. All cardholders must sign and accept the terms and conditions of the Ball State University Purchasing Card Agreement and Athletic Team Travel Purchasing Card Addendum. If a cardholder has a question regarding the use of the card for athletic team travel, please contact Athletic Business Services at 285-8483.
2. A cardholder cannot delegate authority to use the Athletic Team Travel Card.
3. The Athletic Team Travel Card can be used for the approved commodities:
   - Lodging
   - Restaurants
   - Tips not to exceed 20%
   - Non-Personal Supplies Needed While Traveling
- Vehicle Rental
- Public Transportation
- Other expenses as approved by the Athletic Director for Business Services

4. The Athletic Team Travel Card is to be used only for transactions made while traveling.

5. The transaction dollar limit and monthly dollar limit is set based on the sport and the needs as determined by the Athletic Director for Business Services.

6. Purchases must be for the use and benefit of the University. NO PERSONAL PURCHASES ARE ALLOWED.

7. It is the cardholder’s responsibility to maintain the documentation for all transaction as stated in the section below titled “Proof of Purchase Documentation”. The Travel Expense Voucher, supporting receipts and documentation must be reconciled and submitted to Accounts Payable within five business days after the team returns from the travel destination.

8. It is the cardholder’s responsibility to report the loss or theft of the Athletic Team Travel Card IMMEDIATELY to (1) Chase Bank at 1-800-316-6056, (2) Purchasing Services, Administrative Coordinator for the Purchasing Card Program, at 285-1532, and (3) Campus Security.

9. It is the cardholder’s responsibility as an agent of the University to ensure the proper use of the University’s sales tax exempt number.

10. The cardholder and reconciler are responsible for ensuring that the proper University cost objects (budget sub codes) and G/L accounts are charged for the purchases.

11. Violations of these policies will result in the immediate termination of the privilege to use the Athletic Team Travel Card.

12. Fraudulent use of the Athletic Team Travel Card will result in corrective action in accordance with the University’s policies.

13. The terms and conditions of the University’s Purchasing Card Policy and Procedures Manual apply to all Athletic Team Travel Cards. Where there is a conflict between the terms of this policy and the Purchasing Card Policy and Procedures Manual, the terms of this policy shall control, but only with Athletic Team Travel Cards. This policy has no force or effect over the use of University Purchasing Cards.

Proof of Purchase Documentation

With the Athletic Team Travel Card program authority comes the responsibility for maintaining adequate documentation at the source of the transaction.

Documentation MUST support an authorized (acceptable) business purpose of all transactions made with the Athletic Team Travel Card. Documentation must be given to the reconciler, within two business days after the team returns from the travel destination.

Supporting documentation should include the following:
- Cashier receipt or vendor/supplier invoice.
- Itemized hotel folio.
- Itemized eating establishment receipt.
- Lost or Missing Receipts form.

The cardholder and reconciler will prepare the Travel Expense Voucher that itemizes the trip expenses and reconciles the cash disbursement and is signed by the authorized approver.

All documentation will be forwarded to Accounts Payable by the reconciler. All transactions will be audited by Accounts Payable. Failure to provide documentation for proof of purchases or frequent use of lost or missing receipts forms can result in cancellation of the Athletic Team Travel Card.

**Transaction Disputes**

A cardholder may dispute a charge appearing on their Athletic Team Travel Card statement. If there is a charge that is not recognized by the cardholder, or if it appears to be incorrect, the first step for the cardholder is to contact Chase Bank at 1-800-316-6056 immediately. The second step is to communicate all disputed/questioned items to the Administrative Coordinator for the Purchasing Card Program, at 285-1532 as soon as possible.

For further information on how to dispute a transaction, please see the Ball State University Purchasing Card Program Procedure Manual.