

Travel Expenses on your UD Credit Card

UD cardholders who currently have travel permissions on their UD credit card should be charging all their travel expenses directly to this card. They should not be using a personal credit card and submitting expenses for reimbursement. **Please remember that your card should never be given to another individual to charge his/her travel expenses.**

The credit card is provided to you for convenience but also comes with a high level of personal responsibility. Although your department will be paying your travel expenses it does not diminish the need for you to keep good records and to retain the required receipts in order to reconcile your charges. Please review the information provided below regarding appropriate use of your new UD credit card for travel expenses and reconciliation of those charges.

Allowable Expense	Receipt/Documentation Required
<p>Conference/Workshop Registrations, social events (golf outings, tours, etc.) held in conjunction with conferences Note: spousal/guest registration should be paid for personally and should not be charged to the UD credit card.</p>	<p>Provide the registration form or other conference materials that verify the amount charged and specify what is included in the registration/workshop fee.</p>
<p>Airfare (including exchange fees and travel agency service fees, luggage fees within reason)</p>	<p>Provide the itinerary given to you by the travel agency at the time of booking that shows to/from, dates, and class of service. To book your airfare, it is recommended that you use Egencia, the University's preferred travel management company.</p>
<p>Hotel/Lodging including room charges, taxes, business phone/faxes, and local or phone access charges Note: movies, personal phone calls, and bar or spa charges should be paid for personally upon check out and should not be charged to the UD credit card.</p>	<p>Provide the final check out folio, showing an itemization of all nightly room charges, taxes, and other business related expenses.</p>
<p>Rental cars and gas for rental cars Note: additional/optional insurance coverage is not an allowable charge</p>	<p>Provide the final itemized receipt given upon return of car, showing an itemization of all charges, including daily/weekly rate, refueling charges, taxes, etc. The rental agreement given at the time of rental is not sufficient.</p>
<p>Other Ground Transportation such as rail, shuttle service, etc.</p>	<p>Provide the rail itinerary or receipt given by travel agency or Amtrak at the time of booking. For shuttle service documentation, provide the shuttle service receipt given at time of service.</p>
<p>Per Diem Meals put on card</p>	<p>Itemized receipts are required for all meals put on the UD credit card. Keep in mind meals for a trip should not exceed the per diem rate for the entire trip</p>
<p>Business Hosting Meal</p>	<p>An itemized receipt is required. If alcohol is allowed, it must be allocated to a discretionary fund. The name of all attendees must be written on the receipt and in the comments box in Works.</p>

Per Diem Meals not on card	No receipts necessary if per diem is paid by traveler and not put on the UD credit card.
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The cardholder or their proxy must sign off on all transactions in Works (<https://payment2.works.com/works>) and forward their receipts to the card administrator to complete the reconciliation process. For the complete list of allowed travel expenses, please review the University Travel Policy 3-07 <http://www.udel.edu/ExecVP/policies/financial/3-07.html>