



October 12, 2005

MEMO

To: Deans, Directors, Department Chairs and Department Administrators

From: Darrell Bazzell

Subject: University/State Travel Program Payment Mechanisms

You recently received correspondence from me outlining forthcoming changes in the University's travel management program. This memo provides the first official instructions on how the travel policy changes are to be incorporated at UW-Madison.

Effective October 17, 2005, UW Madison will discontinue processing purchasing orders and direct payments to travel service providers. It is our intention to replace these current processes with the expanded use of the US Bank Corporate Travel Card (**Personal Liability**). The US Bank Corporate Travel Card will become the preferred method of payment for all reimbursable airline tickets, travel agency service fees, hotel rooms, rental cars and other expenses related to official University business when incurred while in travel status.

The US Bank Corporate Travel Card provides long-term benefits that cannot be achieved when a personal charge card is used to pay for travel-related expenses. The travel card reporting system will capture state travel information and allow for improved leverage in future contract rate negotiations. Use of the US Bank Corporate Travel Card (**Personal Liability**) will also facilitate the functionality of an automated expense reporting system that is currently under development. The system will feature central payment of reimbursable charge card expenses made on the US Bank Corporate Travel Card.

When using the US Bank Corporate Travel Card, the cardholder is responsible for paying the charges against the card. The card is a **personal liability card** with additional features that may not be available on all other personal charge cards:

- Travel and emergency assistance
- \$500,000 common carrier insurance
- \$1,250 lost or stolen luggage insurance
- Collision damage or theft insurance up to the full value of a rental car (Conditions Apply)
- Common Carrier Travel Accident Insurance
- Visa Liability Insurance
- Non-invasive credit assessment
- No interest fees (when balances are paid timely)

Vice Chancellor for Administration

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- No annual fees

US Bank Corporate Travel Cards may be ordered by completing the US Bank Corporate Travel Card Application and Agreement Form, which can be found on the Travel Storefront website [<http://www.bussvc.wisc.edu/acct/travel/storefront>]. The application must be signed by the individual and forwarded on to the UW-Madison Travel Card Program Administrator for processing.

When applying for a US Bank Corporate Travel Card, plan ahead as it may take up to two weeks to receive your card from the time your application is processed. Cards will be sent directly to the cardholder at the requested address. Since the US Bank Corporate Travel Cards are **personal liability cards**, the University will assist with the ordering process, distribute information as well as updates to cardholders, and follow up on the issuance of cards but problem solving and the collection of unpaid balances will be between the bank and the cardholder.

Any **individual** that is authorized to travel on behalf of UW Madison is eligible for the card. We urge all travelers to obtain the US Bank Corporate Travel Card so they will be positioned to simplify their travel reporting once the new Automated Travel System is in place. It is critical that you forward this email to all travelers in your division and departmental offices.

During our transition we will only accept direct payment requests to travel service providers using the Direct Payment form for travel arrangements made before October 17. After that date and until you apply for and receive your US Bank Corporate Travel Card, you should pay your current travel service providers using any form of personal payment (personal credit card, cash, check). Once you receive your US Bank Corporate Travel Card you should use that card to make payments to travel service providers and seek reimbursement using the Travel Expense Report or Payment to Individual Report (if the reimbursement is to a university guest).

Note that at this time we are not mandating any changes to the travel service providers you use, just the payment mechanisms.

Thank you for your cooperation as we work to implement the new program.

xc: Travel Contacts