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I. General Information.....

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The Concur Travel Card is the primary payment option for Cal Maritime business travel; travelers are strongly encouraged to utilize this card system as a first payment option. It is a corporate liability card that is an integrated feature of the Concur travel.

The Concur Travel Card offers a quick and reliable way to pay for travel and offers the same conveniences as a personal credit card. It eliminates the need to pay for travel personally and then seek reimbursement. If you have a Concur Travel Card, it should be the primary form of payment for travel expenses.

The Concur Travel Card is not intended to avoid or circumvent applicable travel policies and procedures. It is the responsibility of the individual spending funds on official University business travel and the approving official approving the use of such funds to be aware of and follow the policies and procedures in effect at the time of travel.

A Concur Travel Card is a **privilege** that can be revoked in cases of non-compliance to policies and procedures.

CSU Travel Policy can be found at:

<https://calstate.policystat.com/policy/12002664/latest/#autoid>

2. Determine a Monthly Spending Limit.

determine the monthly spending limit for a cardholder. The monthly spending limit should be set to accommodate travel needs.

3. Complete a [Corporate Travel Card Request](#) and have it signed by the cardholder and Approving Official.

4. Training.

A newly requested Concur Travel Card will arrive at the Accounting office. The Credit Card Program Administrator will then contact the cardholder regarding training. A training session is mandatory for all cardholders, and must occur before the card is Agreement.

Existing cardholders will be required to retrain annually.

5. Activation.

The card will decline if it is not activated prior to use. To activate the Concur Travel Card, call the US Bank customer service number (800) 344-5696. If calling from a campus phone, after the system answers press 9 to activate the tone sender.

- Enter 16-digit US Bank credit card account number.
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- Enter the last four (4) digits of Cal Maritime ,
- Enter business phone number provided upon application.
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Sign the back of your card.

III. Using the Concur Travel

How to Use the Corporate Travel Card

1. Activate your card.
2. Complete a Travel Request in Concur before you travel.
3. Follow CSU Travel Policy for all charges to the card.
4. Keep all receipts, whether the purchase is made by phone, in person, or online.
5. Review charges in Concur and move to appropriate Expense Report
6. Fill out an Expense Report within 30 days of the end of a trip, and upload/attach the proper receipts.
7. Include a Hospitality Form in the Expense Report, if incurring hospitality expenses (which are allowed on the Concur Travel Card) while on travel.
8. Submit Expense Report and all backup documentation as required in Concur.

Prohibited Uses of the Concur Travel Card

The following are prohibited...

1. Expenses not related to Cal Maritime approved business travel.
2. Personal Purchases. The Concur Travel Card is only for allowable University purchases, therefore all unapproved charges incurred with the Concur Travel Card may be deducted from your travel claim (via a submitted Expense Report) or may require reimbursement to the University through the Cashiers Office. If excessive instances of personal purchases occur, your card may be revoked for misuse.
3. Alcoholic Beverages for personal consumption (exception: fundraising activities charged to a fund that allows alcoholic beverages).
- 4.

Cal Maritime assumes no financial responsibility for expenditures incurred by individuals who fail to adhere to policy

IV. Responsibilities

Cardholders and Department Credit Card Administrators are responsible for ensuring the Concur Travel Card is used in accordance with the policies outlined in this manual and that all charges are in compliance with CSU Travel Policy.

Responsibilities of the Cardholder

1. Completing mandatory training (or retraining, if deemed necessary by the Credit Card

V. Procedures

Documentation of P

5.

[Concur Travel Card Violations and Correction Procedures](#)

Any misuse of the Concur Travel Card as outlined in this Concur Travel Card Policies and Procedures, or failure to follow the established protocol of timely submission of documentation are considered violations.

If a cardholder incurs a violation within a fiscal year, they will have their Concur Travel Card temporarily deactivated until retraining takes place. Departments are encouraged to develop internal policies and protocol to ensure violations do not occur.

Concur Travel Card Violations include, but not limited to:

1. Missing receipts
2. Non-itemized receipts
3. Personal purchases
4. Missing Signatures
5. Missing Hospitality Form
6. Unauthorized Transactions
7. Misuse of Concur Expense Type allowance limit. rcumvent \$55 meal

[Reporting Fraud and Disputing Charges](#)

Fraud - If there are fraudulent charges on your Concur Travel Card, call the Fraud Prevention line at US Bank (800) 523-9078. Be ready to verify your identity. Cardholder may be asked a security question selected upon registration or to verify the following information:

200 Maritime Academy Drive, Vallejo, CA 94590)
(home number)
(-999-9999)

A new card will be issued by US Bank. Replacement cards will be mailed to the Accounting Office. The Credit Card Program Administrator will notify the cardholder when card is ready to be picked up.

the monthly statement in PeopleSoft

Disputing a Charge - Cardholders and Department Credit Card Administrators are responsible for contacting US Bank Customer Service at (800) 344-5696 about questionable or disputed items no later than 60 days after the transaction appears on the statement. Cardholder will be asked to complete a Dispute Form. Once the dispute has been resolved, US Bank will notify the cardholder.

appropriate charge the month statement in PeopleSoft.

[Lost or Stolen Cards](#)

Report a lost or stolen Concur Travel Card immediately by contacting US Bank Customer Service at (800) 344-5696 and also notifying the Credit Card Program Administrator. When a card is reported lost or stolen, a new card will be issued and mailed to the Accounting Office. The Credit Card Program Administrator will notify the cardholder when a replacement card is ready to be picked up

