GROUP TRAVEL CARDS
FACULTY / TEAM LEADER RESPONSIBILITIES

1. The group travel card is not for personal use. The card is for team/group travel activities only.

2. When possible, advance arrangements for group will be made by department staff.

3. Items greater than $5,000 need purchase order or contract approval by the appropriate authority.

4. Authorized group or team travel card expenses include:
   a. Lodging and lodging tax
   b. Ground transportation
   c. Parking
   d. Group meals (itemized receipts required)
   e. Pre-approved program/activity fees (admission fees for educational activities/attractions/programs such as museums, tourist theme parks, etc…)

5. Meal costs cannot exceed the per diem rate.

6. Itemized receipts are the responsibility of the team leader. S/He must insist on itemized receipts. No tear-tags or summary credit card receipts will be accepted.

7. The team leader will be personally responsible to reimburse the university for expenses incurred where the receipts supporting the expenditure are lost or are not itemized.

8. Only employees, and GRA and GTA team leaders may check out team cards.

9. No alcohol charge is allowed. On occasion, an event, usually for members of the public or a targeted audience but not specifically for [your campus] students, includes alcohol expenses as part of the registration fee. Under these circumstances, the group travel card may be used to pay for the event as long as it is pre-authorized by the department. In no way does this authorize the consumption of alcohol as part of a university-led event.

10. The group card MUST be returned to the department immediately after the trip is completed.

11. All receipts are to be submitted to the department within 5 business days after the trip is completed.

12. The event itinerary should match the charges placed on the group/team card.

13. The Budget Authority and/or Card Administrator may terminate use of the team card by the team leader if the team leader does not comply with the aforementioned rules.

_____   _____
Faculty/Team Leader   Date