

UA Travel Card FAQ's

General

- There are two types of travel credit cards
 - Agency Card pays for airfare booked through Concur.
 - UA Travel card is issued to an individual and can be used for all travel related expenses.
- Transactions for both cards feed into Concur and will be available under traveler's available expenses.
- Card transactions are reconciled when an expense report is processed in Concur. Additional card reconciliations and statement approvals are not necessary.
- Cardholders will receive an email notification when a card transaction feeds into Concur. This will help cardholders verify charges and monitor accounts for fraud. Cardholders should contact JP Morgan and the card administrator if they suspect fraudulent activity.
- Reporting tools will be used to monitor card transactions that are not assigned to an expense report for reconciliation.

UA Travel Card Details

- All travel related expenses can be charged to the UA Travel Card
 - This includes meals, hotel, transportation, parking, baggage, fuel for rental cars or university owned vehicles, conference registration fees, supplies and shipping charges.
- University paid to reduce financial burden to travelers.
- Provides access to the State of Alaska's Alaska Airlines contract rates.
- Tax exempt which is estimated to save \$167,000 annually from in-state lodging tax.
- Receipts are required for all charges, except meals that will be subtracted from a traveler's per diem allowance. If claiming actual meals rather than the standard per diem allowance, receipts are required.
- Digital images of receipts can be uploaded directly to Concur. There are three options for uploading digital receipts – upload with the Concur Mobile App (Download from Google Play for Android users and from the App Store for Apple users), upload by emailing image(s) to receipts@concur.com, or upload from a phone or desktop to the Concur profile.
- Please remember to activate the UA Travel Card once received.
- Add the UA Travel Card number to your Concur profile so it can be used for travel bookings.
- If funds are overspent using the UA Travel Card it is a traveler's responsibility to pay back the university. The amount will first be subtracted from reimbursable expenses on the expense report. If there are insufficient reimbursable expenses available, a payroll deduction will be completed to recover the full amount.

Have questions or need help? Contact: Denise Caissie (dlcaissie@alaska.edu or (907)474-7374) for UA Travel Card questions and UAF Shared Travel Customer Services (uaf-travel@alaska.edu or (907)450-TRIP) for all other travel related questions.