



CSU Bakersfield

**Concur
Reference Guide
Concur Travel Credit Card**

**Payment Services
Administration East
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Travel Credit Card

Overview

The Concur travel credit card program was created in conjunction with the implementation of Concur Travel & Expense. The card is available for eligible employees who travel at least twice a year.

This is a corporate credit card, **solely for use with travel.**

The Concur travel credit card may only be used for travel that will be submitted on an Expense claim in Concur, since that is the only method of reconciliation.

Obtaining Credit Card

The credit card can be requested by completing the **Concur Travel Credit Card Request Form** located on the Payment Services forms page at <https://www.csub.edu/bas/paymentservices/Forms/index.html>.

Expectations for Card Usage

The cardholder must monitor charges that occur on the corporate card and promptly notify US Bank or the Accounts Payable office if there is reason to believe that the card has been compromised. Fraudulent activity must be disputed in a timely manner.

The card is to only be used for official state business travel charges and the cardholder is responsible for reconciling card activity by attaching charges to related travel expense reports in Concur Travel & Expense platform.

The card is specific to the cardholder and all activity feeds to the cardholders Concur profile to be expensed for a trip. **The card is not to be used as a “department card” to pay for travel elements on behalf of others.**

The card cannot be used for the following types of expenses (not an exhaustive list):

- Non-travel related purchases or expenses (i.e. services or campus operating supplies)
- Travel expenses that are extravagant and/or not ordinary or reasonable or compliant with CSU and campus travel procedures
- Cash advances
- Personal travel

Card charges will be reviewed and monitored, are subject to public records act requests, and **identification of misuse will warrant consideration for suspension and/or termination of card.**

Card Limits and Declined Transactions

Card limits can be adjusted as travel needs change or certain trip elements result in needing higher limits. In addition, there are times when charges might be denied. Please contact Payment Services for assistance: Sally Shaff x6207, Felisitas Alvarado x2535, Becky Lappin x2531, or accounts_payable@csub.edu.

General Considerations and Tips

- Meal limits - Per the CSU travel procedures, meal reimbursements are capped at \$55 per day. If an expense in excess of \$55 is charged to the campus travel credit card there may be a possibility that the traveler will need to repay the University. It is suggested that this practice is avoided. Should it occur:
 - Any money owed should be deposited at the Cashier's Office immediately on return from travel, using a Collection Sheet (found on the Forms Gateway: https://www.csub.edu/forms/sta_fac/index.html).
 - Credit cards will be temporarily suspended in the case of non-payment, and communication regarding the outstanding balance will be shared with the traveler's manager.
 - If a meal is going to put a traveler over the \$55 daily maximum, best practice is to use your personal credit card or cash to pay for the meal and get reimbursed.
- Receipt requirements – itemized receipts are required for any expenses greater than \$25, regardless of payment method. Please maintain required receipts.
- Cards will be automatically closed/suspended after one year of inactivity.