

T-Card Roles and Responsibilities

The TEM Software

The University uses web-based Travel and Expense Management (TEM) software to manage all T-Card transactions. All units using the T-Card to make purchases must designate specific employee(s) to function in the following roles:

- Department Card Manager (DCM)
- Cardholder
- Travel Arranger

Department Head

- Provides budgetary and compliance oversight for the department's T-Card program and follows sound business practices
- Identifies department employees who will be issued T-Cards
- Assigns T-Card roles within the department
- Reviews and reconciles monthly financial reports and statements

Department Card Manager (DCM)

Role:

- Supervises, administers, and monitors the T-Card program for assigned business unit(s), under the direction of the Department Head
- Sets dollar limits for Cardholders, based upon review of actual purchasing needs and responsibilities as follows:
 - Dollar limit per transaction (maximum \$4,999)
 - Dollar limit in a monthly cycle (maximum \$25,000)
- Also serves as the department's P-Card DCM

Responsibilities:

- Requests new cards as needed
- Requests changes to existing Cardholder profiles through UPAY Card Services (formerly CCO) Ensures that:
 - Every Travel Card Authorization/Agreement and Application form is completed and signed by the applicant and the Department Head
 - Applicants successfully complete the T-Card training and certification quiz
- Retains original applications within the department and sends copies electronically to UPAY Card Services
- Collects T-Cards and follows related procedures for termination of T-Card privileges for employees who:
 - Leave their department or the University
 - No longer need a T-Card
 - Have engaged in noncompliant use of the T-Card
- Ensures that all pending transactions for terminated employees are processed
- Notifies UPAY Card Services of employee departures or organizational changes
- Ensures that Cardholders and Travel Arrangers perform their duties accurately and on time

- Verifies signatures and approval authority level(s) on the T-Card Authorization/Agreement and Application form, and the T-Card Exception Request form, *before* they are submitted to UPAY Card Services for processing

Cardholder

Role:

- Purchases qualified University travel-related expenses and business meals
- Performs all required functions in TEM

Responsibilities:

- Makes qualified University related travel and business meal purchases in compliance with all rules, regulations, policies, procedures, and guidelines that govern the University
- Makes travel related purchases at the lowest available rate
- Makes all car rental arrangements with University contracted providers listed on the OBFS website ([Car Rental](#)) where available
- Obtains an original detailed receipt for each purchase, which includes the vendor's name, date, dollar amount, and an itemized description of the purchase
- Scans the receipts for all T-Card transactions into TEM
- Scans all documents related to a T-Card purchase, (e.g., exception approvals obtained for restricted or prohibited purchases) into TEM
- Ensures credit transactions are applied to the same T-Card account used for the original purchase
- Ensures all original receipts and related documents are retained in alignment with departmental policies or for one-plus-current year, whichever is greater
- Maintains a valid US Postal Service (USPS) mailing address, University phone number and email address
- Refrains from loaning or sharing the T-Card, even with employees in the same department
- Notifies the bank, the DCM, and the [UPAY Card Services](#) if the T-Card is lost or stolen, to eliminate liability for any charges incurred as a result of the loss or theft
- Ensures purchases comply with any funding restrictions applicable to the accounting C-FOAPAL, including restrictions outlined for grants and contracts funds and gift and endowment income funds ([Section 8 – Payments and Reimbursements](#); [Section 15 - Travel](#))
- Understands and complies with the lists of [prohibited](#) and [restricted](#) purchases

Travel Arranger

Role:

- The Department Head designates a T-Card Cardholder as a Travel Arranger to reserve or purchase travel for University guests and department travelers
- Performs all required functions in the TEM software

Responsibilities:

- Performs all of the responsibilities of the Cardholder role while making travel arrangements or purchases for guests or employees who have or do not have a T-Card