HOW THE TRAVEL CARD WORKS

The CU Travel Card is designed for global and distinguise. It therefore incorporates EMV (Europay, MasterCard, VISA) chip-and-PIN technology as vasiltraditional magnetic stripe technology. In countries that have adopted EMVastdards, card transactions will beauthenticated by the embedded microprocessor chip in conjunction with a PIN (Renal Identification Number) a signature. In the https://www.cu.edu/psc/procedures/casladvances

UPDATE YOUR CONCUR PROFILE

Be sure to enter your Travel Card number on your file in the Concur Travel & Expense System. Note that the billing address for your card is your worlddress (the address listed your card application). For instructions on how to update your offile, see the Step-by-Step Guide at: https://www.cu.edu/psc/training/bookingtravel/updating.your profile concur.

USES OF THE CARD

As discussed in the online Travel and Travel Cardining course, the Travel Card should be used for your own University business travel expenses, including:

- x Lodging deposits and stays
- x Rental cars and rental car gas
- x Other ground transportation (e.g., taxis, shuttles, subways)
- x Parking and tolls
- x Official function meals while in travel status
- x Incidental travel expenses (e.g., battefiærsa laser pointer used in a presentation)

In addition, should you have these responsibilities part of your work, you can use the card to:

- x Pay for non-employee travel experss (e.g., local hotel stays/airpettuttles for guest speakers)
- x Pay for group meals in travel status
- x Pay for group groundransportation
- x Reserve hotel room blocks for groups

The card is **NOT** allowed to be used for:

- x Personal expenses (except while in travel status, see above)
- x Airline tickets
- x Other employees' travel (exceproup travel, see above)
- x NON-travel purchases > \$5,000 (e.g., offici**ahf**ctions over \$5,000 must be purchased through CU Marketplace)

The Travel Card will feettansactions to the Concur Travel & pense System for reconciliation as part of the expense report submitted upon trip completion.