**UMB Travel Card Program**

University faculty and staff are eligible to apply for a UMB charge card at no expense to the individual or the University. Faculty and staff who apply for this card should anticipate spending at least $300 annually on University travel. Applications for the UMB charge card are available by calling the Travel Services Office at 472-3650.

When using the UMB charge card, faculty and staff:

* Will receive statements after the 1st of each month reflecting charges and credits received by UMB through the end of the previous month.
* Must pay the entire balance due, shown on each Monthly Statement. Partial payments are not acceptable.
* Must understand the University has no obligation to pay UMB for any charges or fees incurred on the card (including finance charges, late fees, etc.).
* Must be aware that if payment does not reach UMB by the next billing date, the account will be considered 30 days past due and both the employee and the University will be notified.
	+ Accounts that are 60 days past due are subject to a finance charge.
	+ Accounts that are 60 days past due can be temporarily suspended or cancelled.
	+ Accounts that are consistently not paid within the 30 day period are subject to cancellation.

**University Use**
The University intends the UMB charge card to be used primarily for University business related expenses because:

* The card contains the name of the University of Nebraska, which will imply to the general public that the purchase is related to University business.
* Faculty and staff are able to receive a card as a result of being required to travel on University business.
* Amounts charged on the card are to be reimbursed from State funds by completion of the University employee expense voucher.
* All charges billed on the card will be included on reports prepared for the University to be used in analyzing expenses.

**Problems/Mistakes on Charge Card Bills**
The University has a dedicated account representative at UMB to assist with problems/mistakes on corporate charge card bills. Faculty and staff should call the toll-free number (888-494-5141) for assistance. If the problem is not handled to the employee's satisfaction, the employee should contact Travel Services at 472-3330.

**Cancellation Due to Lack of Use**
If a cardholder does not use their card for a period of 12 months, UMB may send the cardholder a letter informing them that the card will be cancelled. This is being done in an effort to reduce UMB's administrative costs. If a cardholder receives one of these letters and wants to keep the card, simply follow the directions in the letter. Each cardholder will be responsible for halting the cancellation of their card.

 **Separation from the University**
The cardholder must cut the card in half and return it to Travel Services when they separate from the University. The separated employee will be responsible for any outstanding charges on the account.