

# UM Procard Quick Reference Guide for Cardholders

## A quick guide for procard policy Do's and Don'ts

All airline tickets, hotel and taxes, and rental car contracts for EMPLOYEE travel must be purchased with a UM Procard. This is a state policy which went into effect in June of 2006.

### Procard Cardholder Responsibilities:

- The cardholder is responsible for ALL purchases made on their card. Only the cardholder whose name is listed on the card can make purchases with that card.
- Comply with University Purchasing and Travel Policies.
- Charges should not be split to avoid exceeding the individual transaction limit on your card.
- It is the cardholder's responsibility to obtain original itemized receipts and submit them to their account manager immediately.

### Procard Allowable Purchases – Procard Do's:

Use your card to make these types of purchases

- Travel Agencies, Airline tickets
- Hotel/Motel – Room rate and taxes only
- Rental Car Contracts and gas for rental car. Refuse additional Comp/Collision insurance coverage, you are covered by the State of MT. If Foreign Car Rental, do accept the additional coverage through the rental car agency.
- Other modes of public transportation.
- Conference fees and professional dues.
- University cell phone plans.
- Minor Equipment and or supplies for the department's business operations.

Travel Only Procard's can make only travel related purchases such as conference registration, airline tickets, hotel (room and taxes) and rental car contracts.

### Lodging/Hotel Guidelines:

- You must put your hotel room and taxes on a UM procard.
- If your room rate exceeds the Federal Per Diem rate a justification must be noted on your request and authorization to travel.
- You may put internet charges on the hotel bill if you are required to dial in for work and pre-approved by dept dean/director. This must be noted on request and authorization to travel form.
- You may pay for parking with your procard however not valet service unless pre-approved.

- **ITEMS NOT ALLOWED ON HOTEL BILLS: NO EXCEPTIONS**

Movies, room service, restaurant charges, exercise facilities charges, mini bar / alcohol charges, personal telephone/internet charges, entertainment, dry cleaning/laundry charges unless the stay is over 5 days.

When you check into the hotel you should give them your UM procard for the hotel and taxes only and your own personal card for incidentals if any.

**You are responsible to ensure that the hotel billing is correct before you check out.**

**Procard Don'ts – Non – allowable Purchases:**

- Cash Advances
- Per Diem Meals – any items that would be considered part of your per diem allowance.
- Restaurant or Fast Food purchases. Alcohol purchases.
- Entertainment: business meeting expenses must be submitted on an Entertainment Form.
- Contracted Services: Any service that someone performs on your request including print jobs that you do not perform yourself.
- Personal vehicle gas or maintenance.
- Personal Expenses.
- Special Requirement items: controlled substances.
- Purchases to be reimbursed by the UM Foundation.
- Gift Cards or Gift Certificates.

**If your card is lost or stolen report immediately to US Bank at 1-800-344-5696.**

**If you are having trouble making a legitimate purchase; please call Cathy Butler at 406-243-2113 or Kay Lamphiear at 406-243-4935**