WCU
WEST CHESTER UNIVERSITY
Travel Card
Training
JPMorgan to Bank of America

• WCU transitioned its purchasing and travel card programs from JPMorgan Chase to Bank of America

• Changes You’ll See
  – Purchasing card is purple
  – Travel card is gold
  – Cards are now serviced by MasterCard
  – Cards will have Chip & PIN functionality
Goals for the Card Programs

- Used as a tool & asset
- Needed to be successful in day-to-day management
- Reduces administrative time
- Easy to use

Used as a tool & asset
### Purchasing Card vs. Travel Card

#### The differences

<table>
<thead>
<tr>
<th>PURCHASING CARD</th>
<th>TRAVEL CARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance paid by WCU</td>
<td>Balance paid by <strong>cardholder</strong></td>
</tr>
<tr>
<td>Cardholder &amp; designates may make purchases on same account</td>
<td>Cardholder must request reimbursement via Travel Expense Voucher</td>
</tr>
<tr>
<td>Monthly reconciliation must be sent to the Card Systems Administrator at <a href="mailto:cbobbert@wcupa.edu">cbobbert@wcupa.edu</a></td>
<td>ONLY cardholder is authorized to use the account</td>
</tr>
<tr>
<td></td>
<td>No reconciliation due</td>
</tr>
</tbody>
</table>

**PURCHASING CARD**

- Balance paid by WCU
- Cardholder & designates may make purchases on same account
- Monthly reconciliation must be sent to the Card Systems Administrator at cbobbert@wcupa.edu
Travel Card

Why does WCU have a travel card?

- Alternative to paying out of pocket
- More benefits than a personal card
- Ensures no conflict of interest

**Travel Accident Insurance**
Up to $500,000

**Primary Auto Rental & Roadside Assistance**
Up to $50,000

**Lost Luggage**
Up to $3,000

**Emergency Medical and Legal Assistance**
<table>
<thead>
<tr>
<th></th>
<th>Cardholder</th>
<th>WCU</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Single transaction amount</strong></td>
<td>Max $2,500</td>
<td>Requests</td>
</tr>
<tr>
<td><strong>Monthly limits</strong></td>
<td>Max $5,000</td>
<td>Requests</td>
</tr>
<tr>
<td><strong>Makes payments</strong></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td><strong>Keeps copies</strong></td>
<td>3 years</td>
<td>X</td>
</tr>
<tr>
<td><strong>Disputes items</strong></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
Travel Card
Details, details, details

- Use the card for all of the cardholder’s WCU travel-related expenses
  - Hotel, meals, parking, transportation, etc.

- Do not use the card for:
  - Other employees travel, non-employee travel, parking/traffic violations, gifts and souvenirs, business meeting expenses, personal purchases
Making A Purchase

With Your Bank of America Card

Step 1
- Insert the chip end of your card into the terminal (instead of swiping)

Step 2
- Keep your card in the terminal. It will prompt you for either the PIN or your signature to complete your purchase

Step 3
- Don’t forget to take your card with you when you leave

You can retrieve a forgotten PIN online at any time by visiting the secure PIN check website at www.baml.com/PINCHECK. One time registration is required.
Cardholder is responsible for the bill even if expenditures are disallowed

Cardholder must pay the bill online or by mail – statement is available online only. Go to https://www.centresuite.com/Centre/Public/Logon/Index?ReturnUrl=%2fcentre%2f to make your payment
Paying the Travel Card
Pay your card with your reimbursement as soon as possible

You have 30 days to pay your travel card bill

Statement #1
• Transactions posted from previous 30 days

Statement #2
• Account Delinquent
• Late Fee of $29
• 3% + Prime finance fee
QUESTIONS?

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