STATE LIABILITY TRAVEL CARD AND CBA POLICY

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1. POLICY STATEMENT

The University of New Orleans has adopted the State of Louisiana State Liability Travel Card and CBA Program policy. This UNO policy covers and establishes standards for possession and use. The State Liability Travel Card/CBA is a tool used to assist employees in paying for specific, higher cost travel expenses, incurred during travel for official state business. The Travel Card/CBA is a VISA account issued by Bank of America for the State of Louisiana. These accounts will enable employees to purchase travel related accommodations/services with the convenience of a credit card to offset allowable expenses in accordance with PPM49, located at: http://www.doa.louisiana.gov/osp/travel/travelpolicy/2011-12travelguide.pdf

Use of the State Liability Travel Card/CBA is provided for official state business use only. The Travel Card may be issued to any full-time employee or graduate assistant authorized by the department head. The Travel Card should be safeguarded with the same level of care that is given to personal credit cards. As a cardholder, the following is a cardholder’s security responsibilities:

- Sign the card immediately upon receipt;
- Keep the Travel Card in an accessible but secure location;
- Guard the card number carefully and do not post it at a desk or write it any other place that is accessible by others;
- Never include full card number in any emails, fax, reports, memo, etc.; and
- Do not allow a credit card merchant to keep the card number on file.

The University will set individual cardholders single purchase limits. The University may allow a SPL (single purchase limit), campus-wide or on an individual card basis, up to $5,000 without prior approval from the Office of State Purchasing and Travel. The Office of State Purchasing and Travel must approve in writing any authority for a SPL or one time override to be above $5,000.

This policy and procedures along with the use of the Travel Card and CBA does not negate any current requirement and/or allowances in PPM49, including the travel authorization/expense forms which must be completed for all non-routine travel, conferences and out of state travel, as well as, Purchasing Policies, Rules and Regulations, Louisiana Statutes, or Executive Orders.

A. Travel Card / CBA Program Benefits

The use of this card will improve efficiency and effectiveness by forming one source of payment for contract airfares, which is a requirement by the airlines to continue offering totally refundable, non-penalty airfares to the State, along with reducing the need for cash advances. Effective January 1, 2012, UNO will require ALL airfare which will be paid by the University to be charged either to the UNO CBA or employee’s State Liability Card only.

B. Conditions of Participation

All employees of the University, as a condition of participation in the State Liability Travel Card/CBA Program shall abide by the terms of this policy unless a "Request for Exception" form is submitted through the UNO Program Administrator and approved by the Office of State
Purchasing and Travel. No employee may qualify for a State Liability Travel Card if their State of Louisiana Corporate Travel Individual Liability account has been revoked due to charge-offs and/or non-payment or if their account currently has a balance. All accounts must be paid in full prior to consideration for a State Liability Travel Card.

All Travel Card cardholders must complete and sign both the State Liability Cardholder Enrollment Form (T1) and the State Liability Travel Card Program Cardholder Agreement Form (T2) acknowledging and outlining the cardholder's responsibility under the program. See Section 6, page 11-14. Cardholders are not authorized to make any Travel Card transaction unless an approved Sharepoint Travel Authorization has been completed for specific travel.

University employees’ failure to comply with all conditions of participation may result in removal from the Travel Card/CBA Program.

2. DEFINITIONS

Airfares, State Contracted - airfares, bid by the Office of State Purchasing and Travel, which are totally refundable but higher in cost due to the last seat availability requirement of the airline. These fares are usually only used for last minute notice of travel. State contracted airfares must be purchased with the State Liability Travel Card or the University's CBA account.

CBA (Controlled Billed Account) - a credit account issued in the University's name (no plastic cards issued). These accounts are direct liabilities of the State and are paid by UNO. CBA Accounts are controlled through an authorized approver(s) to provide means to purchase any allowed transactions/services allowed in this policy. See Section 4E, page 8-9 & 6Y, page 13. Please realize that although other travel related charges are now allowed on the CBA account, the traveler needs to ensure that the actual "plastic" is not necessary, as there is no plastic issued for the CBA account.

Cycle - the period of time between billings. For example, the State of Louisiana Travel Card closing period ends at midnight the 8th of each month. Synonymous with "billing cycle"

Cycle Limit - maximum spending (dollar) limit a Travel Card/CBA is authorized to charge in a cycle. These limits should reflect the individual's travel patterns. They are preventative controls and, as such, should be used judiciously.

Incidental Expense - expenses incurred while traveling on official state business which are not allowed on the state liability travel card. Incidentally include, but are not limited to, meals; fees and tips to porters, baggage carriers, bellhops, hotel maids; transportation between places of lodging/airport such as taxi; phone calls and any other expense not allowed in Section 6Y pg.13.

MCC Code (Merchant Category Code) - a standard code the credit card industry uses to categorize merchants based on the type of goods or services provided by the merchant. A merchant is assigned an MCC by the acquiring bank.

Merchant - a business or other organization that may provide goods or services to a customer. Synonymous with "supplier" or "vendor".
PPM49 (Policy and Procedure Memorandum 49) - the state's general travel regulations. These regulations apply to all state departments, boards and commissions created by the legislature or executive order and operating from funds appropriated, dedicated, or self sustaining; federal funds, or funds generated from any other source.

SPL (Single Purchase Limit) - the maximum spending (dollar) limit a Travel Card is authorized to charge in a single transaction. The SPL limit may be up to $5,000; however, this limit should reflect the individual's travel patterns. There are preventative controls and, as such, should be used judiciously. Purchases shall not be split with the intent of and for the purpose of evading the Travel Card single purchase limit set for cardholder.

Travel Card - a credit account issued in an employee's name. This account is direct liability of the State and is paid by UNO. Travel Card accounts are a tool used to assist the employee in paying for specific, higher cost travel expenses, incurred during travel for official state business only. Cardholder is not allowed to pay any amount directly to Bank of America.

Travel Card Log - used in reconciliation process for purchases/services charged during the billing cycle. Log is used by matching the paper memo statement received from the bank to the log and the documentation obtained from the vendor(s).

Transaction - a single purchase. A credit also constitutes a transaction.

Transaction Documentation - all documents pertaining to a transaction. The documentation is also used for reconciliation at the end of the billing cycle and is to be retained with the monthly reconciliation documentation for review and audit purposes. Examples of transaction documentation include, but are not limited to: itemized purchase receipts/invoices, receiving documents, credits, disputes, written approvals, airline exception justifications/approvals, travel authorizations/expense forms, etc.

3. OFFICE OF STATE PURCHASING AND TRAVEL RESPONSIBILITIES

The State of Louisiana, Office of State Purchasing and Travel is responsible for the statewide contract administration of the State Liability Travel Card/CBA Program. The State Program Administrator will serve as a central point of contact to address all issues and changes necessary to the overall program, and coordinate such changes with the contractor, Bank of America.

The Office of State Purchasing and Travel will issue and maintain the State Liability Travel Card/CBA Policy. If the state's policy or the program limits are changed statewide, a revised Travel Card/CBA Policy will be issued by the Office of State Purchasing and Travel.

The Office of State Purchasing and Travel has approved the University's participation in the program and identify the allowable Merchant Category Codes (MCC) and their limits, if applicable. MCC allowances will be in accordance with Section 6Y. University exceptions granted on a case-by-case basis will be in writing on the exemption request form and forwarded to the Office of State Travel by the University Program Administrator (Assistant Vice Chancellor for Financial Services – Accounting and Procurement).

Cash is not allowed and will be blocked from use in this program.
4. UNIVERSITY RESPONSIBILITIES

A. General Policy and Procedures

University responsibilities include administration of their State Liability Travel Card/CBA program, and compliance with state guidelines identified here and in PPM49.

The President will be responsible for designating University Travel Card/CBA Program Administrators and for notifying the State Program Administrator at the Office of State Purchasing and Travel of any changes to the office the President or program administrator(s).

University is responsible for developing this policy with all internal procedures and ensuring that they are in accordance with the guidelines of the State Liability Travel Card/CBA Policy and updated when necessary with changes/additions which may occur in UNO’s internal procedures and/or State's policy.

The University Program Administrator(s) will be responsible for keeping abreast of program updates as they are sent as email updates and are posted on the Office of State Purchasing and Travel Website http://www.doa.louisiana.gov/osp/travel/traveloffice.htm along with dissemination of this information to the President, Cardholders, and any other University personnel as deemed appropriate.

B. Audits and Controls:

University is responsible for performing post audits of cardholder transactions to monitor appropriate use while verifying that purchases are made in accordance with PPM49 and/or all purchasing rules and regulations. Remember that all transactions MUST have a receipt. The bank will provide reporting capabilities at no cost to the University. Auditing the disbursement of University funds for settlement of valid travel claims is the responsibility of Accounting Services. Departments using the Travel Card must do so in accordance with the internal controls and audit standards set forth by the University. Approval of an application for the use of the Travel Card by the appropriate Director, Dean, Department Head, or Administrative Officer signifies agreement that all departments/units/individuals using the approved card will comply with the following guidelines and internal controls:

• All Departments/Units will ensure a separation of duties for processing Travel Card transactions. Audit and review of the Travel Card for propriety of purpose, proper documentation, use of appropriate speed key and/or account and approval for payment will be performed and approved within the department by someone other than the cardholder.

• Accounts Payable Coordinator for Card Services will be auditing all Travel Card transactions for propriety of purpose, proper documentation (receipts, invoices, etc.), valid speed key and/or account, and insuring that all corrections and adjustments are made in a timely manner. Charges not in compliance with University and State policies will be immediately reported to the cardholder’s supervisor and the Program Administrator.

• Accounts Payable Travel Accountant will be auditing each Travel Voucher to insure no reimbursement is made to the employee for Travel Card transactions.

After processing each monthly statement remittance, all travel log entries and imaged supporting documentation are retained for each Bank of America transaction in an auditable
state for a period of seven full fiscal years. (Support documentation for restricted and grant accounts must comply with University and granting agency requirements). Disposal of the records will be in accordance with University policy on record retention. These files will be subject to periodic review by the Office of the Legislative Auditors and any other duly authorized auditor.

Travel advances should not be given to an employee who does not qualify for a State Liability Travel Card because their State of Louisiana Corporate Travel Individual Liability account was revoked due to charge-offs and/or non-payment or account has an outstanding balance.

C. Internal Policies and Procedures:

1. Prior to card issuance each cardholder must participate in training to ensure that they are aware of all duties and responsibilities associated with possession/use of a State Liability Travel Card. Accounts Payable Coordinator for Card Services shall maintain the original employee signed copy of the State Liability Travel Card Program Cardholder Agreement Form, for all participants of the Travel Card Program. A copy of the signed agreement along with the state and university policy shall be provided to the participating employee.

2. Assistant Vice Chancellor for Financial Services – Accounting and Procurement (Program Administrator) will approve appropriate cardholders and set individual cardholder limits for single transactions, daily and/or cycle transaction limits. The State recognizes certain business transactions require higher limits and approval over $5,000 may be granted with written approval from Office of State Purchasing and Travel. However, when requesting approval for a higher SPL be aware that it is best practice to limit the SPL to the lowest necessary SPL that is needed for the duties of that individual. It is also best practice to issue only one card per cardholder.

3. The Coordinator for Card Services will determine and set allowable merchant category codes based on individual needs and the State's allowances.


5. In accordance with airline contracts and PPM49, it is mandatory that all state contracted airfare be purchased with a State Liability Travel Card or the University's CBA account

Note: While not mandatory by the state, UNO requires all airfare funded by any UNO account to be charged exclusively to the Travel Card or UNO CBA account. Foundation charged airfare must not be charged to either state card.

6. Cardholders must be approved by Program Administrator and cards should only be distributed to frequent travelers, based on the request of a supervisor, manager or department head, not as an automatic process upon hiring.

7. All Travel Cards are issued with state liability, under which the state is liable for the payment of the travel expenses. The program is based on the strength of the State's
financial resources, not the personal finances of the cardholder. Due to State Liability, Travel Cards are only to be issued in the name of State of Louisiana employees.

8. Travel Cards will be issued with two limits which will be determined by the University: 1) Overall card cycle limit and 2) Single Purchase Limit (SPL) up to $5,000. These limits should reflect the individual's travel patterns. They are preventative controls and, as such, should be used judiciously. Exceptions to the SPL may be requested through the UNO Program Administrator to the Office of State Travel with a travel exemption request form.

9. A default speed key will be assigned to interface with the Peoplesoft system. Each card is assigned a default speed key approved by the department head on the cardholder’s application. All travel will be charged against this default number. The cardholder or departmental liaison may change the speed key on the travel card log for a specific purchase or split the charge to multiple account numbers. Only one card will be issued to each cardholder. **Note:** A card application identifying a grant speed key as the default must also provide the expiration date of the grant. When an expired grant is renewed or the speed key is changed, it is the responsibility of the department to notify the Coordinator of Card Services in writing, providing the new number and its expiration date, if applicable. Request to change speed keys should be approved by the cardholder’s Department Head or departmental liaison and sent to the Coordinator of Card Services in Accounts Payable.

10. State Liability Travel Card is a VISA card and will be identified with the State of Louisiana seal and marked Commercial Travel Card/Louisiana Travel Card. The cards will be embossed with the Employee's name, department name, account number and tax exempt number.

11. UNO will train cardholders on the proper use of cards and sales tax requirements. See Section 8 Sales Tax, page 15.

12. Use of a Travel Card Log is required by each user to assist in reconciliation process. See Form T4, page 22.

13. Coordinator for Card Services will monitor for inactive cardholder accounts and required adjusts to SPL's and/or monthly cycle limits. Recommended adjustment(s) will be made by the Program Administrator each quarter.

14. The Program Administrator is required to close an account if a cardholder: a) transfers to a different department and does not have travel authority for the new department or b) separates employment with the University. UNO Clearance forms must be initiated by the Supervisor in a timely manner. Cardholders will be asked to return the Bank of America card to Financial Services prior to end of employment.

15. Cardholders must report a card lost, stolen and/or any fraudulent activity to the Bank of America and the UNO Program Administrator. See attached sheet for contact information. A dispute form is also available for cardholder's use when inappropriate charges appear on their cardholder’s statement. See Form T5, page 23.
16. Program Administrator is responsible for requesting cards, and performing any maintenance necessary for UNO cardholders. In addition to monitoring the issuance of cards, ensuring prompt reconciliation of periodic statements is vital.

17. Coordinator for Card Services is responsible for monitoring cardholder’s inactivity and reducing Travel Card cardholder’s limit to $1 during an extended absence until cardholder returns. This will be done to protect the cardholder and the University during their absence.

18. Coordinator for Card Services is responsible to maintain a list of all UNO cardholder’s names. A monthly Bank of America file must be stored on the Accounts Payable S-Drive and monitored to insure no inactive employees are on the file.

D. Card Cycle:

INITIAL PROCEDURE UNTIL PEOPLESOFT INTEGRATION CAN BE SETUP. It is estimated that the PeopleSoft processing will be available after March 1, 2012. After integration, cardholders and reviewers will use Peoplesoft for transaction processing.

1. Cardholder presents Travel Card to Vendor at time of purchase.

2. Vendor receives remuneration from Visa within two business days of requesting payment for service provided.

3. Upon return from travel status, at the end of each week, employee must complete a Travel Card Log and attach all original receipts and supporting Travel Authorization form(s).

4. Supervisor must approve all Travel Card Logs within 2 business days, and submit with original receipt(s) and related travel authorization(s) to Accounts Payable.

5. The University will be responsible for ensuring that reconciliation is completed and payments are made timely. University of New Orleans remits payment to Bank of America within 25 days of statement date.

6. Monthly transactions are posted to the default speed key unless changed on Travel Card Log by the Cardholder before UNO processes the monthly payment.

E. Controlled Billing Accounts (CBA)

The University of New Orleans’ two CBA accounts are administered by 1) Financial Services – Assistant Vice Chancellor for Financial Services, Accounting and Procurement and 2) Athletic Department – Associate Athletic Director for Business Operations. The contract travel agency and Bank of America are notified of authorizers for each CBA account and informed of any changes. Authorizers for the CBA accounts will maintain records / approvals sufficient to reconcile the CBA statement to ensure it is paid timely by UNO.

2. The purpose of a CBA is to provide a tool for UNO to purchase contract and non-contract airfare and assist with payment of travel expenses only. See Section 6Y, page 13. Please realize that although other travel related charges are now allowed on the CBA account, the traveler needs to ensure that the actual "plastic" is not necessary, as there is no plastic issued for a CBA account.

3. In accordance with airline contracts and PPM49, it is mandatory that all state contracted airfare be purchased with a State Liability Travel Card or UNO's CBA account. **Note:** While not mandated by the state, UNO requires all airfare funded by any UNO accounts be charged exclusively to the Travel Card or UNO's CBA. Foundation charged airfare must not be charged to either state card.

4. The State promotes the use of the CBA account for airfares and registration; however the University will determine who is eligible to use the CBA within the University. Requests for use of the CBA can be completed with the Travel Authorization form and indicate "Yes" for "Are you requesting access to a CBA account?"

5. The accounts are issued in the name of the University and the Program Administrator is the primary point of contact for those accounts. The University may designate multiple authorizers per account. The contract travel agency and Bank of America must be notified of authorizers for each CBA account.

6. CBA account(s) shall have an overall card cycle limit determined by UNO. These limits should reflect the university's travel patterns. They are preventative controls and, as such, should be used judiciously.

7. Should the need arise, UNO’s Program Administrator may establish a new or additional CBA account through Bank of America's on-line system, WORKS.

8. The CBA accounts are also the direct liability of the state. UNO will be responsible for ensuring all payments are made timely to the bank.

9. No plastic card is issued. These are referred to as ghost accounts. If it is determined that personal or other unauthorized charges are occurring on the CBA account, appropriate steps, up to and including dismissal, shall be taken to resolve the misuse/abuse of the account.

10. The full CBA account number shall never be put in emails, fax, reports, memo, etc. If designation of an account is necessary, only use of the last four or eight digits of the account is allowed.

11. All CBA accounts must be paid in full monthly and must be made by electronic payment.

F. Bank of America Contact

All contact with Bank of America for card set up, maintenance and closure (except for the reporting of lost or stolen cards) will be handled by the Program Administrator. On occasion
it may be necessary to change information on a card, such as name change, speed key change, etc. In these cases the information on an original cardholder’s application may be revised by submitting the Card Maintenance form. See Form T3, page 21. For a spending limit request greater than $5,000, the Coordinator for Card Services will forward that request for approval to the Program Administrator. If the request is approved/disapproved, the cardholder and the department liaison will be notified.

G. Card Renewals

Card renewals are processed every two years with new cards. Upon expiration the cards are automatically renewed. The Program Administrator will contact the department when renewals are ready for pickup.

H. Audit Reports

The following reports, at a minimum, should be run on at least a monthly basis by the Coordinator for Card Services:

- Card Decline Report - shows all transactions which declined during a specified time period, including the reason for the decline. Example of card declines include card may not have been activated, MCC group excluded, not enough money available, type of vendor not allowed, etc

- Card Status Report - shows the status of each card by listing the cardholders name, profile, single transaction limit. You should be able to verify that each cardholder has been assigned the correct profile and all limits are correct

All reports are be used as a tool to assist the Coordinator for Card Services with determining which cardholders may need a refresher training course, counseling, cancellation of card, as well as, to determine possible changes to cardholders limits, profiles, and MCC groups.

5. SUPERVISOR/REVIEWER RESPONSIBILITIES

A. The department head must designate a departmental liaison (and an alternate) to be responsible for reviewing transactions of individual cardholders to ensure the transactions are legitimate business expenses and are charged to the appropriate speed key and account. Cross-training within the department is required for Travel Card Management, including reallocation of charges to different speed keys and account numbers, routing the travel card log for approvals and submitting all documents to Accounts Payable. No employee can review and approve their own log.

B. Always submit approvals with all necessary documentations in a timely manner and in accordance with University policy.

C. Ensure each transaction:
   - Has an appropriate business purpose
   - Is in compliance with PPM49 and/or any applicable purchasing rules and regulations
   - Is in compliance with University and the State's Liability Travel Card/CBA policy
   - Has all required documentation supporting the transaction
6. INDIVIDUAL TRAVEL CARD CARDHOLDERS RESPONSIBILITIES:

A. Use for official state travel only. No personal use.

B. Attend training class and sign a State Liability Cardholder Agreement Form, acknowledging cardholder's responsibilities prior to receiving the card.

C. Never put the full Travel Card account number in emails, fax, reports, memo, etc. If designation of an account is necessary, only use of the last four or eight digits of the account.

D. Recognize that the Travel Card is the property of the State of Louisiana and the cardholder is responsible for the physical security and control of the Travel Card and its appropriate use. The Cardholder is also responsible for maintaining the security of card data such as the account number, the expiration date, and the card verification code (CVC), the 3-digit security code located on the back of the card.

E. The cardholder shall never send a copy of the Travel Card if requested by a merchant. If this is required for payment, then the cardholder must use another form of payment other than the State Liability Travel Card.

F. Present a personal credit card when checking into a hotel to cover any incidental expenses, which are not allowed, if using the Travel Card to pay for hotel room charges. If incidentals are incurred during a business trip, traveler must pay for the incidentals with personal funds and then be reimbursed through the University's travel reimbursement policy and procedures process.

G. Never use an individual Travel Card for personal, non-business expenses for any reason. Travel Card is limited to the person whose name is embossed on the card. The Travel Card shall not be used to pay for another or loaned to another person to pay for official or non-official travel expenses.

H. University of New Orleans retains the right to cancel a cardholder's privileges. Cards may be revoked for misuse or non-compliance with procedures and/or the Cardholder's Agreement. First Offense will result in a written notification from the Coordinator for Card Services who will also notify the Traveler's Department Head. Second Offense (of the same nature) will result in a review of the offense by a committee comprised of the next-level supervisor, Accounts Payable Manager, and the Coordinator of Card Services. The committee will make a decision about how to handle the offense which could include revoking the card. If the cardholder disagrees with the committee's decision, cardholder may appeal, in writing, to his/her next-level supervisor's next-level supervisor. The cardholder has TEN DAYS to appeal the committee's decision. In instances of card misuse, the cardholder will have TWO pay periods to resolve the matter or the amount can be deducted from cardholder's paycheck.

I. Taxes should never be paid on in-state hotel, Enterprise in-state vehicle rentals, Park-N-Fly parking charges with this card, since it is a state liability. See Section 8, page 15. Cardholders should make every effort at the time of purchase to prevent being charged state sales tax. The tax exempt number is printed on the front of the Travel Card. Cardholder will notify the vendor BEFORE the purchase is rung up that the purchase is tax exempt. Cardholders must present the appropriate tax exemption form for in-state hotel stays while on University business. The following Sales/Use Tax Exemption Certificates must be
provided to vendor to exempt tax charges: 1) Governmental Employees Hotel Lodging Sales/Use Tax Exemption Certificate See Form T6, page 25; and 2) State of Louisiana Employee Travel Expense Limited Sales Tax Exemption Certificate (Enterprise Rental and/or Park-N-Fly New Orleans location only). See Form T7, page 25.

If taxes are charged for any business related in-state activity, employee will be notified and may be required to reimburse the University for the amount of the tax.

If it is determined that the tax exemption was applied for an unauthorized tax exempt transaction such as room services, movies, double occupancy for additional non-state employees, extra personal days added at the beginning or end of a trip/conference or other charges which are in excess of official business, employee must produce proof of restitution to the appropriate vendor.

J. Never, under any circumstances, use the Travel Card to access cash.

K. Never accept cash in lieu of a credit to the Travel Card account.

L. Never use Travel Card for Incidentals.

M. Never use Travel Card for gift cards/gift certificates.

N. Never use Travel Card for purchase of alcohol, food or entertainment services without prior approval of from Office of State Purchasing and Travel through the UNO Program Administrator.

O. If your department has a Fuelman Fuel Card, never use the Travel Card for fuel and maintenance. However, in the event that the program is not covered in a certain area, then the Travel Card may be used and files must be completely documented.

P. Never use Travel Cards to avoid procurement or payment procedures.

Q. Each cardholder will be responsible for remitting a Travel Card Log. Ensure that documentation is adequate and sufficient to adhere to PPM49, State Purchasing guidelines and this policy for recording of expenditures in the University’s accounting system. Immediate supervisors or designated reviewers are responsible for verifying and signing receipts and/or Travel Card logs certifying that the documentation is acceptable for each transaction, that it was for official state business, that it is in compliance with appropriate rules and regulations and that it has been reviewed and is approved.

R. Documentation is required for all expenses and credits. For items such as registrations, where the vendor does not normally generate a receipt, a copy of the ordering document may be used. Acceptable documentation must include a line description and line item pricing for the expense.

S. In addition to the Travel Card Log, it will be each cardholder's responsibility to submit their related travel voucher expense form timely for meals, incidentals and other items not allowed on the card in accordance with the University's internal policy. Submit their travel voucher expense form: https://sharepoint.uno.edu/finance/accts_payable/Travel_Voucher_FY11_12/Forms/MyItems.aspx The travel voucher form will have a new section where all Bank of America charges must be listed to show that the expense was not claimed as a reimbursable item to the traveler to help ensure it is paid just once by the University.

T. **NEVER MAKE A PAYMENT DIRECTLY TO THE BANK** in the event that an unauthorized charge is placed on the cardholder's state liability Travel Card. If the payment
is made directly to the bank, it will cause the monthly statement billing file to be out of balance and UNO will have to determine the cause. Ultimately, it will be determined that a personal payment was made, therefore, report any unauthorized charges to the Coordinator for Card Services immediately.

U. Notify the Coordinator for Card Services if fraudulent charges are noticed, as the card may need to be cancelled and another card issued.

V. Notify Coordinator for Card Services if use of a card has changed and lower or higher limits are necessary. For FMLA, sabbatical, and other extended periods of leave Cardholder must notify the Coordinator for Card Services of his/her instances of extended leave.

W. Immediately report a lost or stolen card to Bank of America, 1-888-449-2273 (24 hours a day & 365 days a year). The affected card will be automatically suspended by Bank of America, and a new card with a new account number will be sent to the Program Administrator. The cardholder will be notified to arrange a time to receive the new cards and to execute a new agreement. Immediately reporting a lost, misplaced, or stolen Travel Card limits the University’s liability for potential charges that may occur from unauthorized use. Failure to promptly report a lost, misplaced or stolen Travel Card may result in the University seeking reimbursement from the cardholder for unauthorized charges. A listing of contact phone numbers is provided at the end of this policy.

X. Prior to separation of employment from the University, cardholder must deliver the card to the Program Administrator in Financial Services. **DO NOT SEND THE CARD IN THE CAMPUS MAIL.**

Y. ALLOWABLE STATE LIABILITY TRAVEL CARD TRANSACTIONS

1. AIRFARE - State contracted airfare must be paid for with either a State Liability Travel Card or UNO’s CBA account Airfare, other than state contracted, may be charged by any means including a traveler’s personal credit card.

2. STATE CONTRACTED TRAVEL AGENCY FEES

3. REGISTRATION FOR CONFERENCE/WORKSHOPS - this card may not be used for Membership Dues

4. HOTEL/LODGING

5. RENTAL CAR

6. PARKING - Only with hotel stay and combined on invoice and Park-N-Fly Parking

7. INTERNET SERVICES - Only with hotel stay and combined on invoice

8. AIRLINE BAGGAGE FEES - Only when combined with normal airfare cost at time of reservation. If baggage charge is invoiced/billed separately or at time of check-in, these fees are not allowed on the Travel Card without approval from Office of State Travel

9. GASOLINE FOR RENTAL CAR/STATE OWNED CAR ONLY - Not to be used in place of the Fuelman Fuel Card Program/Contract However, in the event that the program is not covered in a certain area, then the travel card may be used and file must be completely documented.

10. SHUTTLE SERVICE - Only when pre-paid prior to trip. Not for individual ground transportation during a business trip such as taxi, bus, etc. without approval from Office of State Travel through the Coordinator for Card Services
7. CARD MISUSE

A. Fraud Transaction

A fraud transaction is any use of the Travel Card/CBA which is determined to be an intentional attempt to defraud the state for personal gain or for the personal gain of others. An employee suspected of having misused the Travel Card/CBA with the intent to defraud the state will be subjected to an investigation. Should the investigation result in findings which show that the actions of the employee have caused impairment to the state service, the employee will be subject to disciplinary action should those findings be sufficient to support such action. The nature of the disciplinary action will be the prerogative of the University and will be based on the investigation findings and the record of the employee. Any such investigation and ensuing action shall be reported to the Office of State Legislative Auditor and the Director Purchasing.

B. Non-Approved Expense

A non-approved expense incurred on the card by a state cardholder for which payment by the University is unapproved. A non-approved expense differs from a fraud transaction in that it is a non-intentional misuse of the Travel Card/CBA with no intent to deceive UNO for personal gain or for the personal gain of others.

A non-approved expense is generally the result of a miscommunication between a supervisor and the cardholder. A non-approved expense could occur when the cardholder mistakenly uses the Travel Card rather than a personal card.

When a non-approved expense is incurred on the travel card, the cardholder will be counseled to use more care in handling of the Travel Card/CBA. The counseling should be in writing and maintained in the employee's file for no longer than one year unless another incident occurs. The employee should be made to pay for the item charged inappropriately. Should another incident of a non-approved expense occur within a 12 month period, the appointing authority should consider revocation of the Travel Card/CBA.

C. Merchant Forced Transactions

Commercial cards are accepted by a variety of merchants that process transactions only if approved by the issuing bank thereby abiding by the card controls in place. Processing transactions are administered as follows: Merchants processing transactions is typically a two step process:

1. Merchant authorizes transactions against card controls (MCC, limits, exp date, etc.) and if approved receives an authorization number.

2. Merchant submits the transactions for payment from the bank.
   a. In rare instances, merchants will circumvent the authorization process and only perform step 2. This means that the merchant didn't authorize the transaction against the card controls and therefore did not receive an authorization number.
   b. If this does happen, the merchant has forfeited all dispute rights and the transaction can be disputed and unless the merchant can provide a valid authorization number, the dispute will be resolved in the cardholders favor.
D. Card Security

Each cardholder is responsible for the security of their card, and therefore should:

1. Never display their Card Account Number around their work area
2. Never give his or her Card Account Number to someone
3. Never email full account numbers under any circumstances

8. SALES TAX

A. Charges are a direct liability of the State, therefore, Louisiana sales tax should not be charged on hotel, Enterprise in-state vehicle rentals and Park-N-Fly parking charges.
B. Cardholders should make every effort at the time of hotel, Enterprise in-state vehicle rental and Park-N-Fly parking charges to avoid being charged Louisiana State sales tax.
C. In the event state sales tax is charged and a credit is warranted, it will be the cardholder's responsibility to have the vendor-merchant (not Bank of America) issue a credit to the cardholder's account.
D. It is State Policy not to pay Louisiana State sales tax; however, the University may exempt cardholders from obtaining a credit from the vendor-merchant for state sales tax charges of $25 or less. If a cardholder continually allows taxes of $25 or less to be charged to the card, corrective measures must be taken. It is the University's responsibility to monitor these sales tax transactions to ensure corrective action is taken against repeat offenders.

9. PAYMENT PROCEDURES FOR INDIVIDUAL TRAVEL CARD AND CBA ACCOUNTS

The University will ensure that necessary procedures and controls are in place for prompt payment, reconciliation and cost distribution of charges and credits. University policies and procedures must be followed. Copies of this policy will be made available to all cardholders and other personnel responsible for Travel Card and CBA Accounts.

A. Bank of America will send paper statements to each cardholder and an electronic file containing all cardholder transactions to the Coordinator for Card Services. These files may be used for reporting and reconciliation.

B. The paper statements and the electronic Statement Billing File, if applicable, will be sent after the close of the billing cycle. Payment must be made electronically to Bank of America within 25 days of statement billing date.

C. The University may use the Statement Billing File to interface to our accounting system or use paper statements to produce ONE electronic funds transfer (EFT) to Bank of America.

10. RECONCILIATION AND COST DISTRIBUTION

A. Each cardholder must provide documentation indicating the date of purchase/service, the vendor name, description of the item (subclass), amount, receipt date and accounting distribution information such as organization number, object, reporting category, location, travel authorizations/expense forms, any special justifications/approvals, etc. This must be accomplished by maintaining a "Travel Card Log".
B. Cardholders will receive paper memo statements monthly from Bank of America within approximately 5 business days of the close of the billing cycle. If the cardholder statement is not received timely, the cardholder must notify the Coordinator for Card Services immediately so that a statement can be obtained for reconciliation purposes.

C. The cardholder must reconcile expenses charged during the billing cycle by matching the bank memo statement to his Travel Card log/record and the documentation obtained from the vendors. The documentation will be reviewed and certified by the cardholder as received or reported as a disputed item. The cardholder will then forward this to his/her immediate supervisor or designated reviewer.

D. The immediate supervisor or designated reviewer must review the information and documentation submitted by the cardholder. See Section 5, page 10. The reviewer must verify that acceptable documentation exists to support each purchase, service and/or credit, verify that purchases are for official state business, and that purchases/services comply with PPM49 and appropriate rules and regulations. The immediate supervisor or designated reviewer must sign the Travel Card log certifying his review and approval. **Cardholder shall not approve his own monthly Travel Card log.** University policy will then determine what information is to be forwarded to the University’s accounting department.

E. If it is determined that personal or other unauthorized charges are occurring on the card, appropriate steps, up to and including dismissal, shall be taken to resolve the misuse/abuse of the card. (See Section 7; Card Misuse, page 14-15)

F. Upon notification by the immediate supervisor or designated reviewer that the cardholder reconciliation has been approved, Accounts Payable will ensure that the charges are distributed to the appropriate accounting codes.

G. University will reconcile and distribute costs to our accounting system in a timely manner and according to University policy and procedure. Note: reconciliation may take place before or after payment but payment shall be made to Bank of America within 25 days of the statement date.
CONTACT INFORMATION

To report a lost or stolen card, contact Bank of America at:

Lost or Stolen Card: Phone: 1-888-449-2273
Fax: 1-800-253-5846

Also notify the UNO Program Administrator.

- Coordinator for Card Services - Currently Vacant

- Michael Dauenhauer
  Assistant Vice Chancellor for Financial Services
  Accounting and Procurement
  Phone: 504-280-7475
  Fax: 504-280-7474
  Email: mdauenha@uno.edu

- Dana Bird
  Accounts Payable Manager
  Phone: 504-280-5431
  Fax: 504-280-1232
  Email: dbird@uno.edu
STATE OF LOUISIANA
STATE LIABILITY TRAVEL CARD
QUICK REFERENCE SHEET

CARDHOLDERS RESPONSIBILITIES
- Only use for official state business travel
- Ensure all transactions are in accordance with PPM49 and purchasing rules and regulations, if applicable
- Always submit required documentation, forms, etc. in a timely manner and in accordance with agency & State’s policy
- Never loan card or make charges for another person
- Always keep card secure and report fraudulent charges and/or lost or stolen cards immediately to your program administrator
- Do not pay Louisiana sales tax for Enterprise In-State rentals, Park-N-Fly Parking in N.O. and hotels, as this is a direct liability of the State.
- Never use to access cash and never accept cash in lieu of credit back to the Travel card
- Never use Travel card for personal, travel incidentals, gift cards/certificates
- Never use entire account number when corresponding through email, fax, reports, etc.

SUPERVISOR/REVIEWER RESPONSIBILITIES
- Always submit approvals and all necessary documentations in a timely manner and in accordance with your agency’s policy
- Ensure each transaction:
  > Has an appropriate business purpose
  > Is in compliance with PPM49 and/or any applicable purchasing rules and regulations
  > Is in compliance with the agency and the State Liability Travel card/CBA policy
  > Has all required documentation supporting the transaction
  > Is not a duplication of personal request and/or reimbursements

SUPPORTING DOCUMENTATION
Every transaction must be supported with proper documentation. Documentation must contain: date of purchase, amount, merchant name, description of items purchased. As best practice, always include a business purpose for the transactions if not obvious. Supporting documentation can consist of the following:
- Travel Authorization/Travel Expense
- Invoice from merchant
- Packing Slip/Screen Print form Internet Order
- Conference Registration Form
- Special approval/justifications

ALLOWED
AIRFARE - Contract airfare must be paid for with either a State Liability Travel card or an Agency's CBA account Airfares, other than state contracted, UNO REQUIRES all UNO charged airfare charged to travel card or CBA (not personal CC)

STATE CONTRACTED TRAVEL AGENCY FEES
REGISTRATION FOR CONFERENCE OR WORKSHOPS - this card may not be used for Membership Dues

HOTEL/LODGING
RENTAL CAR
PARKING - Only with hotel stay and combined on invoice and Park-N-Fly at N.O. Airport
INTERNET SERVICES - Only with hotel stay and combined on invoice

AIRLINE BAGGAGE FEES - Only when combined with normal airfare cost at time of reservation. If baggage charge is invoiced/billed separately or at time of check-in, these fees are not allowed on the Travel card.

GASOLINE FOR RENTAL CAR/STATE OWNED CAR ONLY - Not to be used if agency is part of the Fuel Card Program/Contract

SHUTTLE SERVICE - Only when pre-paid prior to trip. Not for individual ground transportation during a business trip such as taxi, bus, etc.

ACTIVATION OF CARDS
888-449-2273

LOST OR FRAUDULANT
877-451-4602

SEE STATE LIABILITY TRAVEL CARD/CBA POLICY FOR ALL RULES, REGULATIONS, GUIDELINES AND ALLOWANCES.
http://financialservices.uno.edu/travel/index.cfm

FOR ADDITIONAL INFORMATION, CONTACT YOUR AGENCY PROGRAM ADMINISTRATOR
travel@uno.edu
UNIVERSITY OF NEW ORLEANS
STATE LIABILITY TRAVEL CARD/CBA PROGRAM
CARDHOLDER ENROLLMENT FORM

☐ NEW

☐ CHANGE - CARDHOLDER ACCOUNT    #_____________________
(last eight digits only)

☐ DELETE - CARDHOLDER ACCOUNT    #_____________________
(last eight digits only)

Section I: To be completed by Cardholder:

Cardholder Name: _______________________________ (maximum of 26 spaces)

Agency: University of New Orleans    Department: _______________________________

Statement Billing Address: _______________________________________________________

Must be on campus address

City, State Zip

Phone #_____________________    Email: ______________________________

Supervisor / Reviewer Signature: _______________________________________________

Supervisor Name (PRINT) __________________________________

Default Speed Key #____________________    Grant: ☐ Yes ☐ No    If Yes, Expiration: ________________

Section II: To be completed by Office of Financial Services:

Overall Card Limit: ______________________________

Single Transaction Limit: _______________________(Max $5,000)

Number of Purchases Allowed per month: ____________ (9th to 8th each month)

Spending Limit per Cycle: ____________________________ (9th to 8th each month)

Hierarchy: ________________________________________________________________

Select appropriate group name from list provided by State Travel

Approved by: ___________________________    Date: ____________________________

Note: This form is to be completed by cardholder, approved by supervisor/reviewer and forwarded to UNO Financial Services, ADMIN 2010

Date Application processed and card ordered by Financial Services: ______________________

Signature of cardholder that card was picked up at Financial Services: ______________________

Pick-Up Date: ___________________________
CARDHOLDER AGREEMENT FORM—State Liability Travel Card

The State of Louisiana ("State") and University of New Orleans ("Department") are providing you with a State Liability Travel Card. The Travel Card must only be used for State of Louisiana official business travel. All acceptable charges must be in accordance with current PPM49 allowances, State of Louisiana State Liability Travel Card and CBA Policy, The Department of Travel Policy and all current purchasing rules and regulations, if applicable. Applicable rules and policies include, without limitation, the following:

Policy and Procedure Memorandum 49 (PPM49) http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm
State of Louisiana Travel Card Statewide Policy
University of New Orleans Travel Card Policy
University of New Orleans Travel Policy

I, __________________, ("Cardholder") agree that upon receipt of the Travel Card I shall comply with the applicable rules and policies listed above, this Agreement, and any subsequent revisions to any of the foregoing.

Conditions for Use of Travel Card
As the cardholder, I agree to accept responsibility for all charges against the card and the protection and proper use of the Travel Card as outlined in this Agreement and all relevant rules and policies, which I have read and completely understand. I further agree to:

1. Never use the Travel Card for the purpose of paying vendors for allowable purchases of goods and services which are not for official state business travel;
2. Never use the Travel Card for personal purchases or personal travel;
3. Never allow others to use the Travel Card or use my card for others travel expenses;
4. Always obtain and submit all receipts, invoices and other necessary documents for each transaction as well as verify the charges on the Travel Card and to submit such charges for approval dispute, credits and/or fraud processing; and
5. Always reconcile travel-related charges within the State/Department's prescribed timelines, but in no instance later than 15 days past the statement date. I understand and agree that Department will monitor the use of the Travel Card and that I will be personally liable for any unauthorized use thereof.

Penalties for Misuse of Travel Card
I acknowledge and agree that I understand that in the case of my willful or negligent default of my obligations under this Agreement, the State/Department has the following rights, to the extent authorized by law:

1. To deduct any unauthorized charges in accordance with University of New Orleans Travel Policy, until all unauthorized charges are paid in full
2. The State/Department may pursue any remedy for the recovery of unpaid amounts, including referring of unpaid amounts to an attorney for collection.
3. The State/Department may impose any appropriate corrective or disciplinary action permitted, including cancellation of card privileges and or up to termination and possible criminal charges, under applicable law. Once privileges are revoked, for any reason, the cardholder will not be allowed to receive a new card unless prior approval is granted through the Office of State Purchasing and Travel and cash advances shall not be allowed.

Lost Travel Card
If the Travel Card is lost, stolen, or compromised in any manner, I shall immediately notify Department's program administrator and the bank issuing the Travel Card.

Return of Travel Card
Upon notification of my transfer from Department, change in duties, termination of employment, suspension, retirement or cancellation of my Travel Card privileges, I agree to notify Department's program administrator and to promptly return the Travel Card to Department.

Default Speed Key # _______ Grant ☐ Yes ☐ No ☐ If yes, Expiration date: __________________________

Cardholder: __________________________ Signature: __________________________ Employee ID# __________________________

Date: __________________________

Print Name: __________________________ Phone: __________________________

Department/Section __________________________ E-Mail: __________________________

Approving Authority: __________________________ Signature: __________________________

Date: __________________________

Print Name: __________________________ Phone: __________________________

Department/Section __________________________

FORM – T2
UNIVERSITY OF NEW ORLEANS
TRAVEL CARD MAINTENANCE

Complete Sections A or B for a replacement travel card to be issued. Complete Sections C, D, or F to update the cardholder’s profile.

Request Date:

Employee Name:__________________________ EMPLID # ______________
Department _______________________________
Phone ______________ Email _______________________________

SECTION A – NAME CHANGE
Name as it appears on Travel Card _______________________________
Correct Name _______________________________

SECTION B – CARD REPLACEMENT
☐ Lost ☐ Stolen ☐ Embossing Error ☐ Mutilated ☐ Cardholder reported to BOA
Comments _______________________________

SECTION C – CANCELLATION / REINSTATEMENT
☐ Cancellation ☐ Reinstatement ☐ Other _______________________________
Comments _______________________________

SECTION D – DEFAULT SPEED KEY CHANGE
FROM # __________ TO # __________ IF GRANT, EXPIRATION DATE: __________

Form must be submitted to Financial Services for processing:

Approved by:

Department Head __________________________ Printed Name __________________________ Date __________

Assistant Vice Chancellor Financial Services - Accounting & Procurement (Program Administrator) __________________________ Date __________

Michael Daumenhauer

FORM – T3  21
The Travel Card/CBA Log is to be used to help reconcile purchases/services made during the billing cycle by matching the paper memo statement received from the bank to the Travel Card log and the documentation obtained from the vendors on purchases/services. The documentation must be reviewed and certified by the cardholder as received or reported as a disputed item. Each charge/credit should be verified. The cardholder should then sign and date the Travel Card/CBA Log and forward to his/her supervisor. The cardholder's supervisor or delegated reviewer must review all travel card transactions, documentation and paper memo statement. To document this review and approval, the supervisor/reviewer is to sign and date the Travel Card/CBA Log. After approval, the original documentation, Travel Card/CBA Log, related travel authorizations are forwarded to the Accounts Payable who is responsible for cost distribution and record retention.

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COMMERCIAL CARD CLAIMS
STATEMENT OF DISPUTED ITEM

Instructions: Your company should first make good-faith efforts to settle a claim for purchases directly with the merchant. If assistance from Bank of America is required, please complete this form, and mail with required enclosures within 60 days from the billing close date to:

Bank of America - Commercial Card Services Operations
P. O. Box 53142
Phoenix, AZ 85072-3142
FAX (888) 678-6046

Company Name: UNIVERSITY OF NEW ORLEANS
Account Number: ________________________________
Cardholder Name: ____________________________________________

This Charge appeared on my statement, billing close date: __________________________
Transaction Date: ____________________________
Reference Number: ____________________________
Merchant Name/Location: ____________________________
Posted Amount: ____________________________ Disputed Amount: ____________________________

(Cardholder Signature) (Authorized Participant Signature) (Date) (Phone Number)

Please Check Only One

1. ___ Unauthorized Transaction: I did not authorize, nor did I authorize anyone else to engage in this transaction. No goods or services represented by the above charge were received by me or anyone I authorized. My Bank of America card was in my possession at the time of the transaction.

2. ___ Charge Amount Does Not Agree With Order Authorizing the Charge: The amount entered on the sales slip was increased from $_________ to $_________. I have enclosed a copy of the unaltered sales slip.

3. ___ Merchandise or Services Not Received: I have not received the merchandise or services represented by the above transaction. The expected date of delivery of services was _________. (Please describe your efforts to resolve this matter with the merchant; the date(s) you contacted them and their response.)

4. ___ Defective or Wrong Merchandise: I returned the merchandise on _____________ because it was (check one): defective; wrong size; wrong color; wrong quantity. (Please describe your efforts to resolve this matter with the merchant; the date(s) you contacted them, their response and proof of the return of merchandise. Please provide a detailed description of the wrong or defective nature of the merchandise.)

5. ___ Recurring Charges After Cancellation: On _____________ (date), I notified the merchant to cancel the monthly/yearly agreement. Since then my Bank of America account has been charged ___ time(s). (Please enclose a copy of the merchant’s confirmation of your cancellation request.)

6. ___ Recurring Charges Already Paid by Other Means: I already paid for the goods and/or services represented by the above charge by means other than my Bank of America Commercial Card. (Please provide a copy of the front and back of the cancelled check, money order, cash receipt, credit card statement, or other documentation as proof of purchase/payment. Describe your efforts to resolve this matter directly with the merchant; the date(s) you contacted them, and their response.)

7. ___ Credit Appears as a Charge: The enclosed Credit Voucher appeared as a charge on my Bank of America Commercial Card account

8. ___ Credit From Merchant Not Received: I did not receive credit for the enclosed Credit Voucher within 30 calendar days from the date it was issued to me by the merchant shown above. (Please describe your efforts to resolve this matter with the merchant; the date(s) you contacted them and their response. Provide a detailed statement explaining your reason(s) for disputing this charge.)

9. ___ Hotel Reservation Cancelled: I made a reservation with the above hotel which I later cancelled on _____________ (date). I received a cancellation number which is ______________. (Please describe how the reservation was cancelled, proof of cancellation and attempts to resolve this issue with the merchant.

___ I was not given a cancellation number.
___ I was not told at the time that I made the reservation that my account would be charged for a “No Show”.
___ I was not informed of the cancellation policy.

10. ___ Double or Multiple Charges: My Bank of America Commercial Card Account was double charged. The valid charge appeared on _____________ (date). The duplicate charge(s) appeared on _____________.

11. ___ Do Not Recall the Transaction: The statement has an inadequate description of the charge. Please supply supporting documentation.

12. ___ Other; Above Descriptions Do Not Apply: Please attach a detailed letter explaining the reason for your dispute and your attempts to resolve this issue with the merchant.

FORM – T5 23
STATE OF LOUISIANA EMPLOYEE TRAVEL CARDS

Effective January 1, 2012, the State of Louisiana will issue new employee travel credit cards. The new credit cards will now contain the “Louisiana Travel Card” logo with the state tax exemption number in the upper right quadrant of the card. The employee’s name and state agency will continue to appear on the front of the card in the bottom left quadrant.

Purchases made with the card will be directly billed to the state agency that employs the cardholding employee, and the state agency --- not the employee --- will be directly liable to the card issuer for payment of the expenses charged to the card. Since these transactions represent purchases by state agencies, these transactions are eligible for exemption from Louisiana state sales tax as provided for under Louisiana Revised Statute 47:301(8)(c). Therefore, no Louisiana state sales tax should be imposed on those transactions that are paid with the Louisiana Travel Corporate Liability Travel Card.

In order to document exempt status at the time of room rental, employees should present a completed R-1376 Governmental Employees Hotel Lodging Sales/Use Tax Exemption Certificate or a copy of their Travel Authorization. Employees who want to exempt their rental cars or certain parking charges must present a completed R-1392 State of Louisiana Employee Travel Expense Limited Sales Tax Exemption Certificate along with the new Travel Card. If the required documentation is presented, state sales tax should not be collected on these transactions whether payment is made with the Louisiana Travel Corporate Liability Travel Card or the employee’s personal credit card.

If a transaction is ultimately determined to be the employee’s personal expense and no Louisiana sales tax was charged at the time of occurrence, the employee will have to remit the appropriate state and local tax (if applicable) to the state agency in order to comply with the state sales tax statutes and local sales tax ordinances. Each agency will be responsible for establishing procedures for remittance of state and local taxes on these unauthorized transactions. Examples of unauthorized transactions might be hotel room food and beverage services, hotel room movie rentals, and hotel extended stays before or after approved travel dates. Employees are encouraged to put any unauthorized travel transactions on their personal credit cards to avoid incurring possible state and local sales tax liabilities.

If you should have any questions or need additional information, please contact the Special Programs’ Division at (225) 219-7462, Option 3.
STATE OF LOUISIANA EMPLOYEE TRAVEL CARDS
AND HOTEL/MOTEL LODGING CHARGES

Effective January 1, 2012, the State of Louisiana will issue new employee travel credit cards. The new credit cards will now contain the “Louisiana Travel Card” logo with the employee’s agency state tax exemption number in the upper right quadrant of the card. The employee’s name and state agency will continue to appear on the front of the card in the bottom left quadrant.

Purchases made with the card will be directly billed to the state agency that employs the cardholding employee, and the state agency --- not the employee --- will be directly liable to the card issuer for payment of the expenses charged to the card. Since these transactions represent purchases by state agencies, these transactions are eligible for exemption from Louisiana sales tax as provided for under Louisiana Revised Statute 47:301(8)(c). Therefore, no Louisiana sales tax should be imposed on those transactions that are paid with the Corporate Liability Travel Card.

In order to document exempt status at the time of room rental, employees should present a completed R-1376 Governmental Employees Hotel Lodging Sales/Use Tax Exemption Certificate or a copy of their Travel Authorization. If the required documentation is presented, state sales tax should not be collected on the room rental charges whether payment is made with the Louisiana Travel Corporate Liability Travel Card or the employee’s personal credit card.

Additional information regarding the sales tax treatment of state employees’ lodging charges may be found in Revenue Information Bulletin 10-012. If you should have any questions or need additional information, please contact the Special Programs Division at (225) 219-7462, Option 3.
This certificate is for use by employees of the United States government and the State of Louisiana and its political subdivisions. It is used to document employee eligibility for exemption from payment of state sales taxes on hotel lodging charges that are directly reimbursable by the government employer.

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<th>Employee Name</th>
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<tr>
<td>Employee Title</td>
<td>Government Agency Employer</td>
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<tr>
<td>Agency's Address</td>
<td>City State ZIP</td>
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<td>Agency's Telephone Number</td>
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This certifies that the employee named above is an employee of the above named government agency and that the lodging charges incurred are necessitated by the employee's conduct of the official business of this government agency. The employee's lodging expenses are required to be accounted for to his government agency employer and are reimbursable by the government agency to the employee in the actual amount incurred. This government agency, therefore, claims exemption from the payment of state sales taxes on the lodging charges for the occupancy of the employee's hotel room.

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<tr>
<td>Employee Name</td>
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<td>Employee Signature</td>
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<td>Government Agency Representative (other than employee)</td>
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<td>Government Agency Representative Signature</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hotel Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotel's Name</td>
</tr>
<tr>
<td>Dates of Employee's Stay (mm/dd/yyyy)</td>
</tr>
</tbody>
</table>

Note: This form is valid only for documenting eligibility for exemption from the payment of state sales tax on charges for room occupancy. The state sales tax must be paid on other taxable purchases from the hotel, including meals, laundry, dry cleaning, and vehicle parking. When this form bears the signature of only the employee, the form must be accompanied by a copy of the employee's written travel orders which states the dates and destination of the authorized travel. The hotel must retain this certificate and a photocopy of the travel orders to document the exemption. This form is not valid to document exemption from the payment of local room occupancy taxes.
This certificate is for use by employees of the State of Louisiana. It is used to document employee eligibility for exemption from payment of state sales taxes on authorized travel expense charges that are directly reimbursable by the State of Louisiana.

Please print or type.

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Authorized Travel Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Title</td>
<td>State Agency</td>
</tr>
<tr>
<td>Agency's Address</td>
<td>City</td>
</tr>
<tr>
<td></td>
<td>State</td>
</tr>
<tr>
<td>Agency's Telephone Number</td>
<td></td>
</tr>
</tbody>
</table>

This certifies that the employee named above is an employee of the above named state agency and that the travel expense charges incurred are necessitated by the employee’s conduct of the official business of the agency. The employee’s travel expenses are required to be accounted for to his employer and are reimbursable by the state agency to the employee in the actual amount incurred. Therefore, the Louisiana state agency claims exemption from the payment of state sales taxes on the travel expense charges. Authorized charges include:

- Enterprise Rental Car (all Louisiana locations)
- Park N Fly (New Orleans location only)

**Authorization**

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Employee Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Signature</td>
<td>Date (mm/dd/yyyy)</td>
</tr>
<tr>
<td>X</td>
<td></td>
</tr>
<tr>
<td>State Agency Representative (other than employee)</td>
<td>State Agency Representative Title (other than employee)</td>
</tr>
<tr>
<td>X</td>
<td>Date (mm/dd/yyyy)</td>
</tr>
</tbody>
</table>

**Note:** This form is valid only for documenting eligibility for exemption from the payment of state sales tax on charges for authorized travel expenses. Vendors must retain this certificate to document the exemption. This form is not valid to document exemption from the payment of local sales taxes.