

Travel Training Manual: Section 4

Travel Charge Card

The University of Maryland Travel Card

The University of Maryland has partnered with Diner's Club to offer travelers and travel arrangers a travel card for those who travel on official university business. The travel card is centrally billed to the University of Maryland, with no out of pocket expenses to the traveler.

Benefits of Using the Travel Card:

- The Diner's Club card is globally accepted worldwide
- Charges are centrally billed to the university. There is no out of pocket expenses to the traveler. The traveler must provide itemized receipts.
- Accounts are reconciled each month using the Travel Card Management System.
- The cardholder receives from Diner's Club an individual statement of account each month.
- Dining Services accepts the Travel Card at campus dining establishments.
- Motor Transportation accepts the Travel Card.
- The Travel Card may be used for cash advances. The cash advance amount cannot exceed \$500/week. There is a \$6.00 ATM fee for each cash advance taken. Prudent business judgement must be used in determining each cash advance amount.
- The Travel Card may be used for local hosting.
- The Travel Card provides automatic travel accident insurance at no additional cost.
- The Travel Card provides to the cardholder primary coverage for auto rental.
- Diner's Club provides 24 hour customer service.

- Upon receipt of the Diner's Club card, the cardholder must activate the card and change the PIN number. The PIN number should not begin with a 0.

Important Tips to Remember While Using the Travel Card:

- The university does not pay "no show" fees for room reservations.
- Follow Procurement guidelines for delegated authority.
- Follow Procurement guidelines to purchase from corporate enterprises and not sole proprietorships or limited liability corporations.
- Use of the card is not permitted at specialty or department stores or for personal purchases. Follow the guidelines for Travel Policy. See www.dbs.umd.edu/travel
- Use prudent business judgement when obtaining cash by using the Automated Teller Machines (ATM). Each transaction fee is \$6.00.
- Supplemental Air Travel Accident Insurance, Collision Damage Waiver, or Loss Damage Waiver insurance fees are not reimbursable to the traveler and should not be purchased using the Travel Card.
- The Travel Card provides Excess Lost Baggage Insurance free to the cardholder for lost baggage.
- While the Travel Card provides primary coverage for auto rental to the cardholder, it does not provide primary coverage to a third party.
- The cardholder should check with Diner's Club at the time of booking for exception cities related to primary auto coverage.
- Individual Travel Cards must be reconciled and updated each month by COB the first Friday of each month.
- Club Rewards are not available while using the university Travel Card.
- Upon receipt of a Travel Card, the cardholder must change the PIN number. Do not begin the PIN with a "0".
- Upon separation from the University of Maryland, the cardholder must cancel the card and advise the Card Administrator and department business contact.
- New cardholder's should set up profiles with contract agencies

