



Travel and Business Card Procedures Frequently Asked Questions

Q: What is the purpose of the Howard Travel and Business Card (the “Card”)?

A: The Card is a convenient means for charging travel-related expenses while conducting official Howard business. The Card may also be used for reimbursable business and recruitment meals when the cardholder is not traveling. All expenses must comply with the Howard Travel and Business Reimbursement Policy. See <http://www.howard.edu/financialservices/default.htm>.

Q: Who is eligible?

A: All full-time faculty and staff who travel frequently on Howard business, and who have written approval from the responsible Operations Committee member, are eligible to apply for the Card.

Q: When and where will I get my new expense Card?

A: A customer service station will be set-up in the Administration building on the 1st floor to distribute Cards beginning Monday, November 1, 2010 through Friday, November 5, 2010 from 8:00am-10:00am and at the College of Medicine Mudd Building room 211 (Faculty Reading Room) from 1:00pm - 3:00pm. All card recipients are required to sign a cardholder agreement at time of pick-up. If you are unable to pick-up the card at that time, please contact Tyrone Pitts at tpitts@howard.edu or (202) 806-2061 to arrange for an appropriate time to deliver the Card and complete the required agreement.

Q: What expenses can be paid with the Card?

A: The Card may be used only for reimbursable travel and business expenditures as set forth in the Howard Travel and Business Reimbursement Policy. The Card may also be used for reimbursable business and recruitment meals when the cardholder is not traveling. Personal charges to the Card **ARE NOT** allowed.

Q: Who is responsible for repayment of the Card?

A: You, the employee, are personally responsible to make prompt payment to Bank of America within the terms of your statement. It is up to you to submit your requests for reimbursement timely so that cash will be available in your account when your



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payment is due. Howard will not be responsible for interest on your card if a payment is delayed due to your lack of compliance with these procedures.

Q: Is the Card a revolving credit card?

A: No, payment must be made in full upon receipt of your statement on a monthly basis.

Q: What happens if I do not pay my Card bill in full upon receipt of the statement?

A: As set forth in the Travel and Business Card Cardholder Agreement, any amounts unpaid by the employee after 60 calendar days will be paid by Howard and the Card will be terminated. Any outstanding balance on the card will be deducted from the employee's payroll disbursement at a rate of 25% of net bi-weekly pay until paid in full, plus 5% interest on unsettled balances.

Q: What should I do if I do not receive a Card statement?

A: If you do not receive a monthly statement you should promptly contact the Card Company and request a statement.

Q: When is my expense report due?

A: Your Expense Reimbursement Form ("ERF") can be submitted at any time after you incur a Howard-related expense. For example, you may submit an ERF for airfare and then later for hotel and meals while traveling. You may also submit an ERF while out of town during Howard-related travel.

Q: What items may I include on my ERF report?

A: Refer to the Travel and Business Reimbursement Policy for allowable items.

For grant-related travel contact your Principal Investigator for the specific expenses that you may claim and any limits that may be associated with your expenses.



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Q: How do I get my expense report approved?

A: You must get the approval of your Dean, Principal Investigator or Cabinet member as appropriate – it can be obtained by manual signature or by e-mail approval. The approval signature or e-mail must accompany the completed ERF to receive reimbursement.

Q: Do I need receipts for the items on my ERF report?

A: Yes, for all expense items other than meals covered under the per diem, receipts must be scanned and accompany your expense report.

Personal meals during your travel are reimbursed on a per diem basis at the IRS approved amount (currently \$71.00 per day - the first and last day of travel reimbursed at \$53.25 per day).

Receipts are not required for meals under per diem unless required by a grant.

Q: How do I submit my ERF?

A: Scan your completed and approved ERF, along with your receipts, and email to the Accounts Payable (A/P) department at accountspayable@howard.edu and note “**Expense Report**” in the subject line.

Q: How do I know that A/P has received my expense report?

A: You will receive an auto reply when you submit your expense report to the A/P email address. If you do not receive the audit reply notice please contact A/P immediately at (202) 806-2324 or at accountspayable@howard.edu .

Q: Do I need to mail in my original expense report and receipts?

A: No, scanned copies of your expense report and receipts must be transmitted to A/P via email. Please note that all original receipts should be kept for at least three years in case there are any questions.



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Q: How will my expense reimbursement be sent to me?

A: If the ERF is completed, approved and properly supported by expense receipts, reimbursements will be in the form of a direct deposit to your payroll back account within 10 business days.

Q: Why is the amount of my Direct Deposit less than the total of my expense report?

A: There are several reasons your expense Direct Deposit may be less than your submitted expense report amount:

- You may have claimed an item that is not reimbursable by Howard or the sponsoring agency.
- You may have exceeded a predetermined limit that Howard or the sponsoring agency will reimburse.
- You may be missing receipts for some items that you have claimed.
- There may be a calculation error on your expense report spreadsheet.

You will be notified via email if your expense report has been adjusted.

Q: Why didn't I receive my expense reimbursement?

A: There are several situations that can cause delay or non-receipt of reimbursement:

- Your expense report was not properly approved.
- You were missing receipts for the items that you claimed (Partial reimbursement will occur in this case).
- There was a technical problem associated with the email.

Q: How can I get a blank copy and an example ERF?

A: Blank expense reports are available at:
<http://www.howard.edu/financialservices/default.htm>.



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Q: What do I do if my grant travel reimbursement rates are different than Howard Policy?

A: Howard specific terms will take precedence for expense reimbursement and chargeability to awards.

It is the traveler's obligation to understand the travel restrictions of their sponsored program and maintain compliance with sponsor agreements. Travelers are encouraged to obtain clarification from the award PI and/or a Research Administration Analyst prior to traveling. The grant will be charged the lesser of the grant rate or the Howard per diem. You will not be reimbursed for expenses above the Howard allowed rates even if permitted by the grant.

Q: How will travel expenses be paid?

A: Transportation (air, rail, etc.) can be booked through the Howard Travel Center and paid directly by Howard.

The traveler should submit a completed "Howard University Travel Request" form which is available at <http://www.howard.edu/financialservices/default.htm>. The completed Travel Request form should be emailed to the Accounts Payable Department at accountspayable@howard.edu and note "**Request for Travel**" in the subject line.

Accounts Payable will contact the Travel Center and ensure arrangements are made.

All remaining travel charges will be paid with the traveler's personal card or the University issued travel card. These expenses will be reimbursed through the normal expense reimbursement process.

Q: How am I reimbursed for a meal where I am paying for a non-Howard employee?

A: If the expense is related to Howard University business, you will be reimbursed for the cost of the meal.



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Q: How will student travel expenses be paid?

A: Student's traveling for Howard events will have transportation booked through the Howard Travel Center (see prior Q&A). Students that need travel expenses advanced prior to travel will have to complete a Payment Request Form (available online at <http://www.howard.edu/financialservices/default.htm>.) and submit to accountspayable@howard.edu and note "**Travel Advance Request**" in the subject line. Students will then receive a cash card with the predetermined amount of money loaded. After the student returns, all receipts need to be supplied to A/P with the unspent cash card. Please allow 7 business days for ordering Cash Cards.

Q: How will Howard sports teams, academic clubs, departments, etc travel expenses be paid?

A: Group travel will be booked through the Howard Travel Center. Coaches or group leaders will charge other travel expenses for the student team members and participants. These expenses will be reimbursed through the normal reimbursement process.

Q: How will external participants (human subjects) in a research study be compensated for program participation?

A: Participants in sponsored research study will be compensated either by cash or cash card. Cash will be given if that is what the participant was told at the beginning of the study. If it is a new study the participant will be given a cash card.

Principal Investigators must request the cash cards from the Assistant Treasurer via completed/approved Payment Request Forms available at <http://www.howard.edu/financialservices/default.htm>. Please allow 7 business days for ordering Cash Cards.

Note: All cash reimbursement will cease December 31, 2010 and participants will all receive cash cards beginning January 1, 2011.



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Q: How will travel expenses for employees without a University issued Travel Card be paid?

A: The individual's travel (Air, Rail etc.) will be booked through the Howard Travel Center.

All employees are to submit a completed "Howard University Travel Request" form to the Accounts Payable Department via email and note "**Request for Travel**" in the subject line.

All remaining travel charges will be paid with traveler's business or personal card. These expenses will be reimbursed through the normal expense reimbursement process by submitting an approved ERF.

Q: What is a purchasing card?

A: A P-card is a commercial card for specific corporate expenses, designed to help companies maintain control of small purchases while reducing the administrative cost associated with manual expense processes. For further explanation of a purchasing card please go to: <http://www.howard.edu/financialservices/default.htm>

Q: Can the purchasing card be used for travel and entertainment expenses?

A: No - The Howard P-Card is not the Howard Travel and Business Card and **CANNOT** be used for travel and entertainment expenses.