

Switch from University Travel Card to University One Card with Travel Options

The University of Missouri System is migrating from separate travel and purchasing cards to an integrated One Card program, administered by the university's current card supplier, JPMorgan. This program will give us the ability to have cards with options for purchasing only, travel only, or a combination of both.

Quick Reference Guide – Difference between Travel Card and One Card

BPM 503 has been updated to reflect the use of the University One Card while in travel status. For those who currently have a travel card and will be migrating to a One Card, there will be changes in how the card program is administered and how the traveler uses the card. The table below highlights the differences in the two programs.

	Current Travel Card	New One Card (with travel options)
Responsibility for payment	Cardholder pays balance each month	University pays balance each month
Reimbursement of expenses charged to the card	Cardholder requests reimbursement of expenses charged to the Travel Card by completing an Expense Report in Travel & Expenses	No reimbursement request necessary since all charges are paid by the University, not the cardholder.
Receipts Required	Receipts required with Expense Report reimbursement request for any hotel and supplies charges and other expenses in excess of \$75	Receipts required for EVERY expense charged to the One Card.
Personal Meals (while in travel status)	Allowed. Cardholder pays balance and submits an Expense Report for per diem reimbursement	NO LONGER ALLOWED. Personal meals that will be reimbursed on a per diem basis should not be charged to the One Card
Business Meals	Allowed with proper documentation and receipts submitted with Expense Report for reimbursement.	Allowed with proper documentation and receipts (no change).
Hotel Incidentals	Allowed. Cardholder pays balance and submits an Expense Report for <u>allowable</u> hotel cost reimbursement.	NO LONGER ALLOWED. Traveler should provide a personal credit card to the hotel to cover personal incidental costs.
Gasoline	Allowed. Cardholder pays balance and submits an Expense Report for mileage reimbursement.	Allowed for rental vehicles only. Gasoline for personal vehicles not allowed. Reimbursement using personal vehicle is on a mileage basis.
Other Expenses while in travel status (e.g. supplies)	Dependent on card permissions. Allowed with proper documentation and receipts submitted with Expense Report for reimbursement.	Dependent on card permissions. Allowed with proper documentation and receipts (no change).
ATM Transactions	Allowed, when necessary while in travel status.	Traveler should use Cash Advance process in T&E before travel. ATM transactions using the One Card require pre-approval and valid business purpose.
Reconciliation of statement	Personal liability - Cardholder responsible to review statement and pay monthly bill.	Use procedures in place for current Procurement card. Attach receipts, sign monthly statement, and submit to approver.