



*Travel Credit Card Program*



Jefferson Lab has chosen the **usbank.**

Visa “One Card” for the Lab’s travel card.

# Why U.S. Bank (USB)?

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- Largest issuer of Corporate Credit Card Company worldwide
- Used by more DOE Lab's than any other bank
- Ability for card holder to access activity and pay statement electronically
- Partners with Visa, the most recognized card in the world

# Why Visa?

## Acceptability


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- More than 210 countries and territories
- Over 553,000 Visa member banks worldwide

## Accessibility

- Cash is available at more than one million ATM machines 24/7 worldwide

## Benefits

- Insurance Protection
  - Travel Assistance
  - Emergency Assistance Services
- 

# Benetits to the Traveler

Access to your account on-line:\_\_\_\_\_

- View activity throughout the billing cycle
- Receive monthly statement electronically
- Change address, PIN, and other personal information
- Schedule payment of statement

# Access Online

<https://access.usbank.com/>

The screenshot shows the U.S. Bank Access Online registration page. At the top, there's a header with "U.S. Bank Access® Online" and a link to "Our Payment Products". Below the header is the "usbank" logo. To the left of the main content area are links for "Contact Us" and "Login". The main heading is "Online Registration" with a sub-heading "Add Accounts". A paragraph explains that a minimum of one valid account number is needed for registration. Below this, a note states "\* = required". The registration form includes a text field for "Organization Short Name:", a text field for "Account Number:", and a date selection for "Account Expiration Date:" with dropdowns for "Month" (set to "Jan") and "Year" (set to "2012"). At the bottom of the form are two buttons: "Register This Account" and "Additional Account". A link "<<Back to Login Page" is located below the buttons. The footer contains the slogan "All of us serving you™", the copyright notice "© 2012 U.S. Bancorp", and technical details: "R040.00b27.0 col 8 10-15-2012 09:47:01 CDT".

U.S. Bank Access® Online

Our Payment Products

**usbank**

**Online Registration**  
**Add Accounts**

Contact Us  
Login

To join Access Online, you will need a minimum of one valid account number. "Register This Account" will validate a single account. "Additional Account" will allow multiple accounts to be included in the registration process.

\* = required

Organization Short Name: \*

Account Number: \*

Account Expiration Date:

Month\* Year\*

Jan 2012

**Register This Account** **Additional Account**

[<<Back to Login Page](#)

All of **us** serving you™

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See “US Bank Access Online Self Registration letter” at Travel website: [http://wwwold.jlab.org/div\\_dept/cfo/travel/credit.html](http://wwwold.jlab.org/div_dept/cfo/travel/credit.html)

# Benefits to the Traveler

- Obtain cash advance for immediate need
  - No need to carry large amounts of cash on travel.
  - No need to utilize personal credit card (and tie up personal line of credit).
  - Eliminate repayment of excess cash advances to Lab.
- A method to pay for emergency situations while on travel, i.e., change in travel plans, unplanned expenses, etc.

# Benefits to the Traveler

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- In addition to Jefferson Lab's insurance:
  - Travel Accident Insurance - \$250,000 coverage
  - Auto Rental Insurance (when rental is authorized after leaving for trip and car is not reserved through travel agency)
  - Visa Liability Insurance - \$100,000 coverage
  - Lost Luggage Insurance - \$1,250 maximum coverage not to exceed common carrier reimbursement.




# How Will I Use the One Card?

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- Cash advance at any ATM or teller window.
- Registration fees can be paid on-line or by phone.  
Advances to pay travel card charges can be arranged.
- Guarantee Hotels
- Use the One Card to pay for all travel related expenses while on foreign or domestic travel, except associated airfare costs and car rentals.

(These are pre-approved and charged to a Lab Corporate Card – airline changes and last minute car rentals should be arranged through Omega World Travel)



# What Bank Fees will be reimbursed to me?

- Cash Advances

- JLab will reimburse the banks 2.5% “Cash Advance – Finance Charge transaction posted to your One Card account.
- Limit: 2 per full week of travel - 20% of credit limit is reserved for cash advances and can not be used for purchases. The 20% limit is in effect until the outstanding balance has been paid in full. By paying your credit card as soon as you receive reimbursement there should not be a problem if you go on back-to-back trips. However, a case-by-case exception can be granted. Send email request with justification to the Program Administrator.

- ATM fees are a reimbursable expense

- Reimburse up to \$3.50 per atm transaction
- Including a transaction receipt with expense report is recommended

NOTE: Bank fees on a cash advance assessed more than 3 days before travel starts or anytime after travel has ended constitutes misuse of the card.

- Foreign Transaction Fees

- JLab will reimburse the banks 1% fee assessed on all foreign transactions that appear on the One Card Statement which are associated with business related expenses only. (A copy of the bank activity with these charges should accompany the expense report even if they don't total \$75 or more.)

# How is the Statement Settled?

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- Traveler may request early reimbursement of charges to meet payment due dates. (i.e. registration fees paid in advance of travel – check with your Department Admin person or call travel services.)
- Statements are available on-line (An email is sent when the statement is ready to view)
- You are responsible for remitting payment directly to US Bank, on-line, by phone, or mail. (Payment in full is due by due date on the statement).

# How do I get reimbursement?

- **Submit an Expense Report upon return from travel**
  - Domestic trips – 10 days after return
  - Foreign travel – 20 days after return
- Receipts are still required for hotel, registration fees, and any other single item in excess of \$75.00
- Reimbursement is made within 5 business days of signed ER, receipts, and approvals.
- Per diem is paid at the rates for the business location where you spend the night, as specified in the JLab Policy and Procedures.

# How Long Do I Have to Pay My Bill?

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- The statement date is the 25th of each month with a 30 day billing cycle.
- Payment is due to USB 25 days after the close date – and should be mailed around the 15th of the next month.
- Timely submittal of expense reports will ensure prompt reimbursement of your expenses. (A direct deposit authorization with bank information is needed to ensure prompt reimbursement. See Travel Card program information on the Travel webpage for a direct deposit authorization)

# What Constitutes MISUSE of the Travel Card?

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- The Lab does not benefit directly or indirectly
- Employee was reimbursed by the Lab for allowable expenses and failed to pay the financial institution when payment was due.

IF NOT SURE ABOUT USING THE CARD CONTACT THE PROGRAM  
ADMINISTRATOR @ x7438



# Should I use the Travel Card?

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## **- YES -**

- Obtain cash advance up to 3 days prior to departure date, while on, or the last day of JLAB business related travel.
- To pay for Hotel, taxi, meals, etc., while on travel conducting JLab business.
- Pay reg/training fee for JLab approved business.

## **- NO -**

- Obtain Cash Advance for personal use.
- Purchase of other than JLab business travel related expenses.
- Procurement card purchases.
- Tuition Assistance costs.

# What expenses are unallowable?

Expenses that cannot be reimbursed with DOE funds. (travel One Card may be used to charge these items in conjunction with official business travel.) This list is **not** all inclusive:

- Alcohol
- Entertainment
- Lodging in excess of maximum allowed per diem.
- Rental Car Insurance – **U.S. Travel Only**
- Expenses related to personal days, i.e., rental car, gas, hotel, meals, etc.
- Additional airfare costs for personal reasons
- Transportation expense tips over 20%
- Additional lodging cost to accommodate spouse and/or dependents
- More than one phone call home per day (see Travel Policy for limit)



# What expenses are unallowable?

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- Memberships in organizations, **unless specifically approved by our Contracting Officer.** (See approved list on the Procurement webpage.)
- Rental Car Fees Associated with
  - Car Upgrades
  - Non-JLab drivers
  - Other accessories or optional equipment
- Delinquency Fees assessed by the Bank
  - Non-Sufficient Funds Fee - \$15.00
  - Fee assessed when full balance is not paid by due date – 2.5%
  - Late payment fee – 1% of entire past due amount (min. \$2.00)

VISA Corporate Travel & Emergency Assistance 1-800-847-2911 outside the US, call collect at 0-410-581-9994

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**VISA offers the following assistance:**

- Lost or stolen card reporting
- Emergency card replacement or emergency cash
- Emergency medical and referral assistance
- Emergency legal referral assistance
- Emergency transportation assistance
- Emergency ticket replacement
- Lost luggage assistance
- Emergency message service
- Emergency translation service
- Prescription assistance and valuable document delivery.

# Important Information

## Travel Policy in Section 402 on the Admin Manual

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- VISA (800) 847-2911
- USB Corp. Card Services (800) 344-5696,
  - outside the US (701) 461-2010 collect
- Omega World Travel (888) 527-1279
- Concur Tech Support (866) 635-8497
- Travel Services (757) 269-7437
- Travel Services Contact

<https://www.jlab.org/finance/travel/>

Select the “Send Email” to notify the  
Program Administrator that:

I have viewed the travel card presentation and  
reviewed the Travel Manual Appendix F.

SEND EMAIL