

One Card Corporate Card FAQ's

Q: What is the One Card?

US Bank One Card is a corporate bill, corporate pay Visa credit card for UO business travelers. The card is used for reimbursable business expenses only by the cardholder. The UO pays the credit card bill, travelers are responsible to reconcile their charges on a Concur Expense report as soon as they return from their trip.

Q: How can I get a One Card?

The campus roll out for One Card will be in late April or early May 2018. Contact the UO Travel Office 6-3158 or lajacoby@uoregon.edu. The application is available at: forms.uoregon.edu. Navigate to "Choose a Category", Business Affairs, Travel and select the form called UO Travel Corporate Credit Card Request.

Q: Is the One card a replacement for the current T&E card? When will the One Card be available? Who should have them? Can they put hotel expenses on the one card?

The One Card program will roll out a month or two after Concur is launched. At that time the current US Bank T&E card program will be discontinued. Travelers who travel several times a year or have need of a credit card are candidates for a One Card. One Card can be used for all reimbursable travel expenses.

Q: Does my traveler need to apply for a One Card? Until they apply can they get a cash advance?

US Bank One Cards are company bill/company pay cards for UO travelers who travel 1-2 or more times per year. Once application is submitted, cards arrive in about 4 days. Cash advances are for travelers traveling with student groups and will otherwise be limited.

Q: Who qualifies for a One Card?

Any UO traveler who has a payroll record and travels for UO business is eligible to apply for a One Card for travel expenses.

Q: Will the One Card be mandatory?

The One Card is recommended and will save much time when completing an expense report as charges will come in through the daily bank feed and automatically find the traveler. No manual entry. The charges are paid by the UO so travelers do not incur interest nor do they need to pay a bill.

Q: Can the One Card be used for meals?

One Card can be used for meals but they must be marked as Personal/Non Reimbursable. Travelers are paid meal per diem per UO travel policy. If meal expenses exceed the reimbursed meal per diem, the difference is deducted from their reimbursement.

Q: What if expenses are put on the One Card that cannot be reimbursed?

Travelers must sign an agreement that the card is for business travel reimbursable expenses only and any other use is a violation. Expenses come into a traveler's profile in a nightly bank feed. All expenses must be assigned to an Expense Report. Accidental personal expenses or Foundation expenses or

otherwise non reimbursable expenses are marked Personal/Non Reimbursable and are deducted from the reimbursement. If non-reimbursed expenses exceed the payment, the charges are placed on the employees billing account and they receive an email to use QuikPay to pay back the UO. The traveler may call the Travel Office to have the payment immediately transferred to payroll. If the bill is not paid in 120 days, the payment automatically comes from their next paycheck.

Q: What if a traveler has a One Card and their hotel includes personal nights?

The traveler should arrange for the hotel to bill business travel and personal travel separately, using a personal card for the personal nights. Personal travel cannot be charged to the One Card which is paid by state funds.

Q: Will the travelers be able to use their personal cards for other travel expenses, like taxi's, etc? Will these come into Concur automatically?

Travelers will not have personal credit cards linked to Concur. Expenses using personal cards will be entered manually.

Q: What if the traveler has a refund on the One Card?

1.) De minimus amount (less than \$50): Submit the expense in full. When the refund comes into Concur:

a. Refund is assigned for a second expense report to the original request and processed as a supplemental reimbursement, OR

b. Refund can be assigned to another report being sure to explain and cross reference the original trip and payment information.

2.) Significant amount (over \$50): Leave the expense off the current report while waiting for the refund. Then process as a second expense report, assigning it to the original Request with an explanation regarding the original charge and the refund and cross reference with the original report and Banner payment ID.