

University of Oregon Corporate Travel Visa Card

ACTIVATION and ACCOUNT VERIFICATION: Account ZIP Code is **97403**. When prompted for last four digits of SSN, enter last four digits of the UO tax ID number **7800**. Business phone number associated with the card is your business number you entered on your application. Billing address for the card is **PO Box 3237, Eugene, OR 97403-0237**. Default credit limit on the card is **\$5,000.00**

It is recommended you sign up for US Bank online access to monitor your account, to watch for fraudulent activity, and to receive text alerts. See travel.uoregon.edu, US Bank One Card, One Card Online Access registration. If you suspect fraud, call US Bank security department immediately at 800-523-9078.

If you attempt an international transaction, your card may be flagged for a security check. Be sure to file a travel alert with the bank when traveling internationally or call the bank if you need to make a foreign transaction to avoid your card being blocked.

All charges placed on the One Card corporate card are billed to and paid by the University of Oregon. As such, **this card is to be used only for your personal approved expenses that** are incurred as part of official business travel conducted on behalf of the University of Oregon.

All charges must be reconciled on a Concur travel expense report within 60 days of the completion of travel. Itemized receipts (electronic) showing the detail of the expense and payment in full must be attached to your Concur travel expense report for all charges placed on the One Card corporate card.

APPROVED TRAVEL EXPENSES (Expenses incurred for your personal travel, while in travel status, and may include):

- Hotel Rooms and associated business expenses, such as parking or internet access;
- Ground Transportation, including:
 - Rental Car Gas;
 - Rental Cars;
 - Public Transportation (Taxi/Uber, trains, shuttles) with MAX gratuity of 15%;
 - Miscellaneous Parking Charges (airport, garage, etc.);
- Airline Baggage Fees (two bags allowed);
- Conference Registration Costs; and
- Event Admission and other miscellaneous supplies or services required by your business purpose.

NOT APPROVED:

- Any Personal Charges (No UO business component)
- Expenses for other people including Guests, Volunteers, Independent Contractors
- Meal expenses while traveling will need to be marked and reconciled as **Personal/OneCard/NonReimbursable** on your expense report. You may claim meal per diem in accordance with UO travel policy;
- Airfare: Use the Concur booking tool or contact your Travel Management Company (TMC), using the UO Lodge Card
- Airline upgrade fees;
- Room service, laundry, mini bar, movies or other miscellaneous hotel expenses;
- Event supplies, room rental, catering, local ,and other expenses for which a departmental Pcard should be used
- Gas charges for your personal vehicle when used for business, if you claim mileage reimbursement;
- Any other miscellaneous expenses that are not essential to your business purpose while traveling; and.
- Local expenses in your metropolitan area. If UO business, these should be placed on the departmental Pcard

Violations: Any charges that are deemed personal, or in violation or excess of UO policy will be billed to and collected from the card holder in full. Repeated violations may result in cancellation of the card at the discretion of the University and additional penalties outlined and agreed upon during the card request process.

Agreement: By taking possession of the UO Corporate Travel Visa Card, I agree to use this card only for approved business travel expenses on behalf of the University of Oregon, I agree to submit original receipts for all expenses incurred during travel in a timely manner, and I understand that all expenses billed to this card are subject to review by UO personnel.

(Signed)

(Date)

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