

One Card for Student Expenses

The UO corporate travel One Card is your personal card, issued in your name. You are responsible for all charges that occur on the card and for reconciliation of the expenses.

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.

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

As charges land on your Concur profile, they should be assigned to expense report *immediately* in order to provide organized and accurate accounting. All expense reports must be submitted within 60 days of the completion of travel to charge your index for the expenses. Itemized receipts (electronic) showing the detail of the expense and payment in full are required and must be attached to your Concur travel expense report for all charges placed on the One Card corporate card.

Your One Card may be used for student travel only. Allowable expenses:

- Prepaid student hotel expense – nightly rate and tax only, no incidentals. We recommend booking directly with the hotel and selecting flexible rates to allow for changes/cancellation. ***Do not book discounted, prepaid, non-refundable hotel reservations as you are responsible for all charges if non reimbursable.***
- Prepaid shuttle or ground transportation
- Cash withdrawal from ATM to provide cash for **student** meal per diems and supported with a cash log (contact travel office 10 days prior to allow for additional time to set up with US Bank)

Expenses not allowed:

- Air travel (contact the TMC for use of the UO Lodge Card)
- UO employee expenses, non UO employees, volunteers, guests, independent contractors
- Hotel incidentals (movies, room service, laundry, etc)
- Discounted, prepaid, non-refundable hotel reservations. You are responsible for all charges if deemed non reimbursable per IRS or UO travel policy
- Conference Registration. (Please use your departmental PCard)
- Event expenses, room rental, catering
- Supplies
- Local expenses

Violations: Any charges that are deemed personal, or in violation or excess of UO policy will be billed to and collected from the cardholder 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.

Name

Date

January 2020