
Travel Card

Before you start

The Boston University Travel Card (T-Card) is a US Bank credit card that must be used when travelling on behalf of BU

All expenses charged on the Travel Card will be fed to your Concur profile for expense reporting and paid for by Boston University.

Eligibility

University departments determine who is eligible to possess a Travel Card. The department administrative head and the employee's approver must sign off on the cardholder's online T-Card application.

Student, temporary, and non-comp employees are not eligible to hold cards.

Payroll & Payment Services	
Payroll	bupay@bu.edu bu.edu/payroll
Accounts Payable	payment@bu.edu bu.edu/ap
Travel Services	travelexpense@bu.edu bu.edu/travelservices

Ways to Pay

The US Bank Travel Card is directly billed to and paid for by the university. The only payments required from a traveler are those expenses deemed personal. Unlike the PCard there is no single purchase limit. However there is a monthly credit limit that refreshes on the 6th of every month.

Approval

Supervisors are required to approve transactions in CONCUR within 30 days of the Expense Report Submission.

Tax withholdings and reporting

Boston University is exempt from Mass Sales Tax as well as a handful of other states listed in the Comptroller's Web site. The Mass Tax Exempt# is on the card itself. If required from a Merchant, Sales Tax Exempt Certificate (ST-2) can be found on the Comptroller's Web Site <http://www.bu.edu/cfo/comptroller>

Unfortunately Boston University travelers are not exempt from Hotel Room Tax and are required to pay such charges.

Common Oversights

Not submitting/ Approving the expenses in CONCUR in a timely manner.

Using the Travel Card for expenses that should be purchased with a Shopping Cart or P-Card.

Not contacting US Bank prior to International Travel transactions.

Not using the last 4 digits of your BU ID# to activate the card.

Not verifying your Office Address in BU Works Central: <https://ppo.buw.bu.edu/>. This is the billing and mailing address for your T-Card.

Not contacting US Bank (phone number of back of the T-Card) when a card is declined