

### TRAVEL APPLICATION

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Travel

### HELPFUL HINTS

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**Problems/Mistakes on Charge Card Bills:** The University has a dedicated account representative at UMB to assist with problems/mistakes on corporate charge card bills. Card holders should call 888-494-5141 for assistance.

### OVERVIEW

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University faculty, staff, and students are eligible to apply for a UMB charge card at no expense to the individual or the University. Applications for the UMB charge card can be found [here](#) or by contacting the Financial Services Office at 472-3650 or [kcheney@nebraska.edu](mailto:kcheney@nebraska.edu)

Using the UMB charge card, the entire balance shown on the monthly statement must be paid in full. Partial payments are not acceptable.

The card holder:

- will receive statements after the 1st of each month reflecting charges and credits received by UMB through the end of the previous month.
- understands the University has no obligation to pay UMB for any charges or fees incurred on the card (including finance charges, late fees, etc.).
- understands if payment does not reach UMB by the next billing date, the account will be considered 30-days past due and both the employee and the University will be notified.
  - accounts 60 days past due are subject to a finance charge and can be temporarily suspended or cancelled.
  - accounts that are consistently not paid within the 30-day period are subject to cancellation.

### UNIVERSITY USE

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The University intends the UMB charge card to be used primarily for university business related expenses because:

- The card contains the name of the University of Nebraska, which will imply to the general public that the purchase is related to university business.

## UMB TRAVEL CARD PROGRAM

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Updated May 19, 2022

- Faculty, staff, and students can receive a card as a result of being required to travel on university business.
- Amounts charged on the card are to be reimbursed submitting an expense report through Concur.
- All charges billed on the card will be included on reports prepared for the University to be used in analyzing expenses.

### CANCELLATION DUE TO LACK OF USE

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If a cardholder does not use their card for a period of 12 months, UMB may send the cardholder a letter informing them that the card will be cancelled. This is being done to reduce UMB's administrative costs. If a cardholder receives one of these letters and wants to keep the card, simply follow the directions in the letter. Each cardholder will be responsible for halting the cancellation of their card.

### SEPARATION FROM THE UNIVERSITY

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The cardholder must cut the card in half and return it to Financial Services Office once separated from the University. The separated employee will be responsible for any outstanding charges on the account.