



University of Missouri Purchasing Card for Transportation Purchases Procedures

The University of Missouri purchasing card can include the ability to purchase certain transportation services, as defined in this document. Policies and procedures for the use of the purchasing card apply when used for transportation purchases. **Responsibility and accountability for transportation purchases reside at the department level.**

Cardholders are responsible for and accountable to the University for all purchases made with the purchasing card and they must adhere to all University and department policies regarding its use. All purchasing card purchases should be for official University business only. Cardholders may not make non-University travel arrangements with the Purchasing Card. Any employee who fails to use the purchasing card properly or abuses the use of the purchasing card may be subject to disciplinary action, up to and including dismissal. Also, purchasing card privileges can be temporarily suspended or permanently revoked. The University will seek restitution for any inappropriate purchases made with the card. All cases of misuse or abuse of the purchasing card must be documented by the department and the Campus Procurement Department shall be informed in writing. Each division fiscal office should establish internal procedures for use of the purchasing card for transportation purchases.

Obtaining Transportation Purchasing Ability

To obtain transportation purchasing for a new Purchasing Card:

- Go to the Purchasing Card Application and Agreement at <https://www.umssystem.edu/>, Web Applications.
- Select Employee Information and then follow the path to the Purchasing Card Application.
- Fill out the required information and indicate a need for transportation purchasing.
- Obtain the necessary approvals and submit the form to the campus procurement office for processing.

To obtain transportation purchasing for an existing Purchasing Card:

- Use the Purchasing Card Change/Cancellation Form to indicate Transportation purchasing should be added to a card.
- Obtain the necessary approvals and submit the form to the campus procurement office for processing.

Allowable Transportation Purchases

- Airline Tickets
- Rail Tickets
- Airport shuttle services arranged in advance

Note: Any of the above transportation may be purchased for non-employees when the University pays their travel, e.g., candidates on recruiting visits.

Guidelines

- The cardholder is the only person authorized to make purchases using his/her card
- When using a travel agency, the use of a contracted agency is preferred because of reduced transaction fees. Contracted travel agencies can be found at the following web site: <http://www.missouri.edu/~mutravel/University%20Travel%20Agencies.htm>
- Transportation purchases may also be made through the Internet when available and appropriate

Required Documentation

- Itinerary/invoice
- For business purpose of the trip, which is required for tax purposes as an accountable plan:
 - Record business purpose in PaymentNet in Transaction Notes and spell out any acronyms (this information is available through drilldown in web financial reports after the monthly upload to PeopleSoft)
 - It is recommended you also record business purpose in Comments in abbreviated form because this information prints on the monthly Statement of Account
- Approval by the traveler's administrative superior or designee.

Note: Verify on travel vouchers that transportation expenses claimed were NOT charged to a Purchasing Card