To: P-Card Users

From: Dawn Newton, Purchasing

Date: April 3, 2007

Re: P-Cards and International Travel

International travel with the P-Card is on the increase. Due to this I wanted to remind all P-Card users that have or will be traveling internationally to ensure the rules for travel as well as the P-Card program are followed.

First if you are traveling internationally for the first time please let Purchasing know the travel date, location and whom will be traveling. I will then alert Bank of America that the specified card will be used internationally based on the data provided to me.

At this same time Purchasing will review with you the Travel dollar limits. Should there be a need to adjust the limits a letter from a supervisor will need to be presented and Purchasing will review the request.

Key rules to remember:
- Keep all receipts

- Reconcile transactions via MasterCard SDOL on-line system within normal weekly guidelines.
  - If you will be away for more than one week please alert Purchasing and have your P-Card Supervisor reconcile any transactions if you are away for an extended period of time.

- Expense descriptions need to be detailed in SDOL
- Meals – descriptions must include the names of the people at the meal such as any other U of H attendees, prospect names, etc.
  - Ex: Dinner with prospect John Smith during Germany fund raising trip
  - Ex: Lunch with Dennis Gacioch during A&S Study Abroad Program
  - Do Not enter just: Dinner or Lunch, etc.

- State brief business purpose in SDOL expense description
  - Fund Raising for x
  - Study Abroad – Class # or Name of class

- TEV's must be turned in to Accounts Payable within 30 days upon your arrival back to the University
  - Must have all original receipts
  - TEV must be completed even if entire trip was done via P-Card
  - Retain copy for your records

The University requests this compliance to verify the business purpose of a trip for auditing purposes.

Please let me know if you have any questions, dnewton@hartford.edu or x5514.