

UMASS LOWELL
PROCARD USER GUIDE
TRAVEL ADDENDUM
(Revised – 6/13/11)

This addendum applies to those ProCards that contain travel related privileges.

The policies and procedures contained in this addendum super-cede those, relating to travel, contained in the ProCard User Guide.

You may use your card for University authorized travel expenses up to your approved transaction limits.

You may use your card for:

- Airlines and other Transportation
- Auto Rental

In accordance with University policy and to get coverage from MasterCard:

- Rent the vehicle in your name and include “University of Massachusetts” next to your name.
- Decline the Physical Damage Insurance Collision Damage Waiver
- Purchase the Supplemental Liability Protection if you are renting a vehicle *outside* of Massachusetts or for use *outside* of Massachusetts
- (You may choose to accept the optional personal accident insurance – but if you do, you must pay for this with your own personal funds)
- MasterCard will only cover the vehicle if your rental is for a rental period of 31 consecutive days or less.
- MasterCard will only cover a vehicle that is to accommodate 9 passengers or fewer and is intended for bound surfaces, such as concrete and tarmac.
- MasterCard will only cover the MasterCard holder and those designated in the vehicle rental agreement as authorized drivers.
- MasterCard will not cover rentals of trucks, pickup, full size vans mounted on truck chassis, campers, off road vehicles and other recreational vehicles.
- Note: Purchase the Physical Damage Insurance if renting a vehicle excluded by MasterCard
- Notify MasterCard immediately of a loss/accident.

Please also refer also to the MasterCard Guide to Benefits. You received a copy of this Guide in the envelope from the bank that contained your procard. The Guide details conditions and coverage provided under the Master Rental Insurance Coverage benefit.

Refer also to the Umass Treasurer’s Office information on rented vehicles.

<http://www.massachusetts.edu/treasurer/rented%20vehicles.html> .

- Parking
- Hotels and Other Lodging (room charges only, procard may not be used for room service, movies, or other additional service charges)
- Business Meals - Restaurant Food and Beverage (alcoholic beverages not allowed)
Only allowed for University business related meals. Cardholder must document the business purpose of the meal and list all attendees. Card cannot be used for personal (individual cardholder) meals or meals with only University colleagues in attendance.
- Gasoline (only for University vehicles or rental vehicles, not for personal vehicles)

You may not use your card for:

- Cash Advances
- Personal Mileage**
- Personal Meals – When eating alone or simply on the road overnight, an employee is entitled only to the established per diem.**

You must retain all purchase documentation and reconcile your statement as described in Section VIII and IX of the ProCard User Guide. You must have on file the appropriately signed travel authorization form relating to all dates of travel and/or other appropriate form of supporting travel authorization documentation.

You must also retain copies of any travel reimbursement forms that pertain to the same travel dates during which the ProCard had been used.

** These expenses are recovered by filing a Travel Reimbursement form upon completion of the travel.