

UMASS LOWELL
PROCARD USER GUIDE
TRAVEL ADDENDUM
(VERSION 2- 6/20/05)

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 \$1,000* per single transaction.

You may use your card for:

- Airlines and other Transportation
- Auto Rental
If you wish to consider declining the collision damage waiver offered by the rental agency, please refer 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. When reviewing the Guide, please note all UML Procards are MasterCard Corporate Purchasing Cards.
- 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.

* The travel single transaction limit may be raised in certain circumstances where the need for a higher dollar amount can be supported

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