State of Arkansas
Office of State Procurement
Travel Card Overview
Types of Travel Card Accounts

- **Individual Cards** are issued to individual state employees who have been approved by their agency. The cards are non-transferable. The cardholders name and agency name are embedded on the card. Only the employee whose name is on the card can use the card.

- **CTS (Ghost Accounts)** “cardless account” are strictly for official travel expenses only (lodging, airfare, rental cars, and conference registrations).

- Travel Accounts (individual and CTS (ghost) are to be used for approved official business travel only.
Benefits of the Travel Card

- Time and monetary savings
- Reduces the amount of personal travel funds needed to purchase:
  - Airline tickets
  - Baggage fees
  - Conference registration fees
  - Lodging
  - Parking
  - Rental car
  - Taxi, shuttle
Cardholder Responsibilities

- **Activate Card**
- **Register your card** on [https://access.usbank.com](https://access.usbank.com)
- Re-allocate charges to proper cost center, general ledger codes and add comments on transactions weekly.
- Obtain all original receipts and submit them in accordance with the Travel Card Guidelines.
- Monitor your travel card account on a regular bases for any fraudulent charges.
- Use the card as mandated, remember non-allowable purchases (no first class tickets, personal purchases) - **The Travel Card is for State Official Travel ONLY**
Cardholder Responsibilities (cont.)

- **Lost or Stolen Travel Cards** – The cardholder **MUST** contact US Bank immediately at 1-800-344-5696. **Communicate to US Bank that your card has been lost or stolen and if a new card needs to be reissued.**

- Arkansas State Procurement Laws and Office of Accounting Laws that apply to the Travel Rules and Regulations process also apply to the use of the Travel Card. If there are specific rules and regulations for your state entity, you **MUST** also follow those.

- Any violation of Travel Card Program policies is considered an “occurrence” which may result in disciplinary action (i.e. written warning, suspend, revoke, terminate travel card privileges, criminal charges filed).

- **The Travel Card** is a privilege granted to you by the State of Arkansas, and it is **EXPECTED** that you will use it responsibly.
Compliance Review

The purpose of a compliance review is to examine the travel card accounts.

Some of the attributes that are evaluated:

- Adequacy and quality of receipts
- Current status of the cardholder
- Supporting documentation for transactions
- Transaction review and approval process
Non-Allowable Charges on State Travel Card

- Under NO Circumstances is a cardholder permitted to use the Travel Card for Personal Purchase of any kind.
- All personal charges MUST be billed on a personal credit card.
- Airline tickets purchased for family members using a State Travel Card and reimburse your agency at a later date.
- First class airline tickets.
- ATM charges - No pin numbers are associated with the cards.
- Alcohol
- Meals without APPROVAL from the Office of State Accounting.
- Hotel Charges: If other items are to be charged during the stay such as meals, etc. – upon check-in you will need to give the clerk your personal card for these items.
Circumstances for Travel Card to Decline

- **Exceeded** the designated monthly limit – *(Default monthly limit is set at $2,500)* unless your agency has requested in writing a lower or higher limit.

- **Exceeded** one-time transaction limit.

- **Cardholder** has attempted to use the card for a blocked (MCC) merchant category code.

- **Card was Not Activated** - Cardholder did not call US Bank at 1-800-344-5696 and activate card.
Helpful Links

- Credit Card Resources:
  http://www.dfa.arkansas.gov/offices/procurement/Pages/creditCards.aspx

- Travel Regulations:

- Ground Transportation Car Rental:
  http://www.dfa.arkansas.gov/travel/Pages/groundTransportation.aspx

- Resources:
  http://www.dfa.arkansas.gov/travel/Pages/resources.aspx
What is a Merchant (MCC) Code?

- A Merchant Category Code (MCC) is: a four-digit number used by the bankcard industry to classify suppliers into market segments.

- There are approximately 600 MCCs that denote various types of businesses (e.g., 4722 Travel Agencies)

- The MCC is assigned by the acquiring financial institution when a supplier first begins accepting Visa payment cards.
Activating your Travel Card

1. Dial 1-800-344-5696

2. Listen and respond to each prompt
   a. Enter your 16-digit account number
   b. Enter your five digit Zip Code (Business Address)
   c. To activate your account, Press 1
   d. Key in the last four digits of your Social Security number
   e. Enter your business telephone number, beginning with the area code
   f. Your account has been successfully activated.

**Note:** If you have any problems activating your account you will be transferred to a Customer Service Representative for personal assistance.
US Bank Web Address

Type `https://access.usbank.com` directly into the address bar area and click enter.
How to Register your Travel Card Online

U.S. Bank Access® Online

Welcome to Access Online!

Please enter the information below and login to begin.

Organization Short Name:
STAR

User ID:

Password:

Step 1:
Type the word STAR in the Organization Short Name Box

Step 2:
Click on Register Online

Contact Us
Login

Forgot your password?
Register Online

Website/Browser Requirements

© 2014 U.S. Bancorp
Registering your Travel Card Online (cont.)

**Step 1:** Type in 16 digit card number

**Step 3:** Click on Register This Account

**Step 2:** Choose the Month and Year the card expires

**NOTE:** If you have more than one card to register, you will need to click on Additional Account.
Registering Online (cont.)

Licensing Agreement
Please read and accept the Licensing Agreement to continue.

Access Online Terms of Service
1. ACKNOWLEDGMENT AND ACCEPTANCE OF TERMS OF ACCESS ONLINE
Access Online, owned and operated by Bank, is provided to the customer under the terms and conditions of this Access Online Terms of Service (ATS) which incorporates by reference any operating rules or policies.

Please read and click on the I Accept icon button at the bottom of the page to accept the terms of the licensing agreement to continue the Online Registration process.
9. Type a user ID between 7 – 12 alphanumeric characters in the User ID field.

10. Type a password in the Password field. Tip: Your password must be 8 – 20 alpha/numeric characters and must contain at least one alpha and one numeric character. You cannot reuse a password for 12 months.

11. Confirm your new password by typing it a second time in the Re-enter New Password field.

12. Select a question from the Authentication Question 1 drop-down list.

13. Type your answer in the Authentication Response 1 field.

14. Repeat Steps 12 – 13 to specify your remaining authentication questions and answers.

15. Complete the contact information fields:
   a. Type your name in the First Name, Last Name, (optional) MI (middle initial) fields.
   b. Specify address information in the Address 1, Address 2, City, State/Province, Zip/Postal Code, and Country fields.
   c. Type contact information in the Phone Number, Fax Number, and Email Address fields, as needed.

16. Click the Continue button.
How to View & Reallocation Travel Card Transactions

Welcome to Access Online
Your last login was 01/14/2014

Message Center
Message(s) from Access Online

Corporate Card
Acct#/Name:
Account ID:

Statement Balance: $1,362.47
Billing Cycle Close Date: 12/16/2013

Current Balance: $0.00
Credit Limit: $2,500.00
Available Credit: $2,500.00

Last 10 Transactions Posted

<table>
<thead>
<tr>
<th>Posting Date</th>
<th>Merchant</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/16</td>
<td>HOTEL MONTELEONE N ORL</td>
<td>$771.88</td>
</tr>
<tr>
<td>12/16</td>
<td>DELTA AIR 0068230717397</td>
<td>$25.00</td>
</tr>
<tr>
<td>12/16</td>
<td>LITTLE RCK NTL AIRPORT</td>
<td>$54.50</td>
</tr>
<tr>
<td>12/11</td>
<td>UNITED 0162600244248</td>
<td>$25.00</td>
</tr>
<tr>
<td>12/11</td>
<td>AIRPORT SHUTTLE</td>
<td>$76.00</td>
</tr>
<tr>
<td>11/29</td>
<td>UNITED 0167327720147</td>
<td>$403.10</td>
</tr>
<tr>
<td>11/27</td>
<td>OWW*ORBITZ.COM</td>
<td>$6.99</td>
</tr>
</tbody>
</table>
How to View & Reallocate Travel Card Transactions (cont.)

Transaction Management

Transaction List
View, review, allocate/reallocate and add comments to transaction information.

View Previous Cycle
Presents the Transaction list for the previous cycle.
How to Reallocate Travel Card Transactions

To select a previous cycle, click on the drop down arrow.

Open Cycle means the current cycle.

To re-allocate the transactions, click on an underlined area.

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**Transaction Management**

**Card Account Summary with Transaction List**

- **Account Number:**
- **Account Name:**
- **Billing Cycle Close Date:** 01/15/2014
- **Total Transactions:** $1,624.99
- **Reallocated Transactions:** $0.00
- **% Reallocated Transactions:** 0.0%

**Search Criteria**

**Transaction List**

<table>
<thead>
<tr>
<th>Select</th>
<th>Status</th>
<th>Trans</th>
<th>Posting</th>
<th>Merchant</th>
<th>City/State</th>
<th>Amount</th>
<th>Detail</th>
<th>Purchase ID</th>
<th>Comments</th>
<th>Accounting Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>01/12</td>
<td>01/13</td>
<td>EMBASSY SUITES HOT SPRING</td>
<td>HOT SPRINGS, AR</td>
<td>$1,624.99</td>
<td></td>
<td>0000444382</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Reallocate**  | **Mass Reallocate**  | **Change Review Status**
**Tabs (there could be up to 5 tabs)**

<table>
<thead>
<tr>
<th>Status</th>
<th>Trans Date</th>
<th>Posting Date</th>
<th>Merchant</th>
<th>City, State/Province</th>
<th>Amount</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8/3/2013</td>
<td>8/3/2013</td>
<td>OFFICE DEPOT #1079</td>
<td>800-463-3768, TX</td>
<td>158.41</td>
<td></td>
</tr>
</tbody>
</table>

**To review and reallocate you will need to click on the Allocation tab**

**Tax Data Tab shows if tax's were paid on transaction**

**Summary Tab shows high level information about the transaction**

**Transaction Line Items Tab is only seen, when cardholder has purchase from an Office Supply Merchant**

**Comments Tab – This is where you will write in a description of what was purchased**
Reallocating Transactions

**Step 1:** Click on the Allocations tab, this screen will appear.

**Step 2:** Click in the General Ledger box. The default general ledger number 502008000 MUST be changed to a correct GL number.

**Step 3:** If your agency uses Internal Order numbers they MUST be entered in the box correctly.

**Step 4:** If your agency uses WBS Numbers the formatting has to be entered correctly or it will error out in AASIS.

**Step 5:** After you have finished re-allocating your transaction, Click on Save Allocations.

**Step 6:** Click on the Comments tab.

Leave Funds Res box and Line Items box and Tax on Sales empty. These fields will be populated in AASIS.
Reallocating Transactions

All purchases made from cooperative purchasing agreements must be reported. Agencies are required to include the AASIS Outline Agreement (OA) number and Outline Agreement line item number for any purchases made from state contracts. As shown in Example below.

<table>
<thead>
<tr>
<th>LINE ITEM # (3)</th>
<th>TAX ON SALES (2)</th>
<th>AASIS OA # (10)</th>
<th>OA LINE ITEM # (5)</th>
<th>Favorite</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>4600028369</td>
<td>19</td>
<td></td>
</tr>
</tbody>
</table>

- Listing of State Outline Agreements (Contracts) with Item Numbers can be found on the OSP Web Site
  [http://www.dfa.arkansas.gov/offices/procurement/Pages/CooperativePurchaseSpendReport.aspx](http://www.dfa.arkansas.gov/offices/procurement/Pages/CooperativePurchaseSpendReport.aspx)
Reallocating Transactions

Transaction Management
Transaction Detail

Transaction Summary

Enter brief information about the transaction as shown below in the Internal Audit Box.

When completed with comments
Click on Save Comments

If you have other transactions that need to be verified and reallocated
Click on Back to Transaction List

<< Back to Transaction List
How to Run a Report

Click on reporting
How to Run a Report (cont.)

Step 1: Click on Transaction Management

Step 2: Click on Transaction Detail
How to Run a Report (cont.)

Step 1: Click on Posting Date Range

Step 2: Type in a Start Date and End Date

Scroll down page to Additional Detail
How to Run a Report (cont.)

Step 3: Click on Display Transaction Comments and Display Allocation Detail

Step 4: This report Output Type can be done in PDF, Browser or Excel by clicking the drop down arrow

Scroll down the page
How to Run a Report (cont.)

Step 5: Click on Run Report
### Transaction Detail - Summary

<table>
<thead>
<tr>
<th>Posting Trans Date</th>
<th>ICCG Code</th>
<th>JerrhiDt Category Code</th>
<th>MemberDt Name</th>
<th>Merchant Taxpayer ID Number (TIN)</th>
<th>Trans Date</th>
<th>Amount</th>
<th>Type</th>
<th>Trans Posting</th>
<th>Purchase ID</th>
<th>Trans Stains</th>
<th>Disputed Stains</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/13/2013 12/16/2013</td>
<td>7085</td>
<td>351</td>
<td>HOLIDAY INNS</td>
<td>HOLIDAY INNEXPRESS</td>
<td>TX</td>
<td>752806376</td>
<td>S</td>
<td>352.56</td>
<td>Memo</td>
<td>1946865</td>
<td>Re:GW1</td>
</tr>
<tr>
<td>Allocation Accounting Code:</td>
<td>Optional 1: 11567 Optional 1: Lost/Stolen Account:</td>
<td>Replacement Account:</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Allocation Source: USER</td>
<td>Allocation Last Changed By:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Comments:</td>
<td>Hotel expenses for auditing trip to Plano, TX for the period of December 10 - December 12, 2013.</td>
<td></td>
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<td>Internal Audit:</td>
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<th>Purchase ID</th>
<th>Trans Stains</th>
<th>Disputed Stains</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/29/2013 11/25/2013</td>
<td>7085</td>
<td>3516</td>
<td>La Quinta Ution Inn &amp; Suites</td>
<td>TX</td>
<td>2653246153</td>
<td>348.04</td>
<td>Memo</td>
<td>022683</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allocation Accounting Code:</td>
<td>Optional 1: 3U9 Optional 1: Lost/Stolen Account:</td>
<td>Replacement Account:</td>
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<td>Allocation Last Changed By:</td>
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<tr>
<td>Comments:</td>
<td>Hotel expenses for auditing trip November 18 - 21, 2013 to Mihan, Te.w.</td>
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</table>
Printing Monthly Statements

**Step 1:** Click on Account Information

**Step 2:** Click on Cardholder Account Statement

**Note:**
The monthly billing cycle runs from the 16th of one month until the 15th of the next month, unless the 15th falls on the weekend. Monthly Statements are ready the day after the billing cycle ends.
Printing Statements (cont.)

Step 3: Select the billing cycle for the statement you wish to view from the drop down list.

Step 4: Click on the View Statement Button. Your statement displays in a new Adobe Acrobat window.
# Example of Cardholder Monthly Statement

DFA/Credit Card Section  
1509 West Seventh  
Little Rock, AR 72201

## MESSAGES:

<table>
<thead>
<tr>
<th>TRAN DATE</th>
<th>POST DATE</th>
<th>MCC CODE</th>
<th>TRANSACTION DESCRIPTION</th>
<th>REFERENCE #</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>11-26</td>
<td>11-27</td>
<td>4722</td>
<td>OWW*ORBITZ.COM 888-666-4546 IL</td>
<td>246921633300000995979341</td>
<td>6.99</td>
</tr>
<tr>
<td>12-09</td>
<td>12-11</td>
<td>4789</td>
<td>AIRPORT SHUTTLE NEW ORLEANS LA</td>
<td>24247603344100584831645</td>
<td>76.00</td>
</tr>
<tr>
<td>12-13</td>
<td>12-16</td>
<td>7523</td>
<td>LITTLE RCK NTL AIRPORT LITTLE ROCK AR</td>
<td>24323033348122347012977</td>
<td>54.50</td>
</tr>
<tr>
<td>12-13</td>
<td>12-16</td>
<td>7011</td>
<td>HOTEL MONTELEONE N ORL NEW ORLEANS LA</td>
<td>24906043348040100042417</td>
<td>771.88</td>
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<tr>
<td>12-09</td>
<td>12-11</td>
<td>3000</td>
<td>UNITED 0162600244248 800-932-2732 TX ARRIVAL: 12-13-13 DEPARTURE: 12-09-13</td>
<td>2469216334400078112152</td>
<td>25.00</td>
</tr>
<tr>
<td>11-26</td>
<td>11-29</td>
<td>3000</td>
<td>UNITED 0167327720147 800-932-2732 TX DEPARTURE: 12-09-13</td>
<td>24692163331000303851406</td>
<td>403.10</td>
</tr>
<tr>
<td>12-13</td>
<td>12-16</td>
<td>3058</td>
<td>DELTA AIR 0068230717397 NEW ORLEANS LA DEPARTURE: 12-13-13</td>
<td>24717053348873480610553</td>
<td>25.00</td>
</tr>
</tbody>
</table>
Travel Card Overview

How Do I Obtain a Travel Card?

Answer: Contact your Agency Liaison.