



EVENT CARD PROGRAM

CHECKLIST & CARDHOLDER GUIDE

FOR STUDY ABROAD PROGRAM DIRECTORS

The purchasing department may issue a single-use event card, enabled with chip/PIN technology, to study abroad program directors when requested by an authorizing department. An online application is required from the authorizing department **for EACH TRIP** a program director takes outside the United States.

Please complete the following steps to obtain a study abroad event card and Personal Identification Number (PIN).

Keep in mind it takes approximately 10 business days for the card and PIN to arrive (under separate cover) after they are ordered by the purchasing department.

CHECKLIST

Before your program:

- ☐ Request an event card through an authorizing department such as the Study Abroad Center, Global Agriculture Programs, etc.
- ☐ Confirm the electronic card application in AccessPlus per e-mail instructions received after the application is initiated by the department.
- ☐ Receive the event card by mail at your office address.
- ☐ Call the 800 number on card to activate the event card **prior to leaving the U.S.**
- ☐ Receive the PIN (Personal Identification Number) by mail at your office address.

After your program:

- ☐ Submit itemized program receipts/documentation to the authorizing department for all expenses.
- ☐ Destroy the event card (it will be inactivated with the bank within a few days of the program end date).

CARDHOLDER GUIDE

1. **All purchase transactions processed against the event card must be made by the individual to whom the card is issued.** The cardholder has full liability for any improper charges that result from allowing others to use the card.
2. Cardholders may be issued a Personal Identification Number (PIN) for their card, to facilitate cash advance transactions at automatic teller machines (ATM). These PIN numbers are mailed directly to the cardholder. The purchasing department does NOT have access to these PINs. A lost or forgotten PIN can **only** be replaced by mail from USBank. The PIN may also be needed to make purchases at point-of-sale.
3. Event card transactions have the following limits/restrictions:
 - No single purchase is to exceed the cardholder's transaction limit.
 - Purchases may not exceed the cardholder's monthly/cycle limit.
 - Withdrawals at an ATM are limited to three per day.
 - Purchases must be for the use and benefit of the university. No personal purchases are allowed.
4. The event card is authorized for program expenses only. Program expenses are those involved with the actual teaching of a group. This would include expenses necessary to:
 1. Get the group to the teaching location;
 2. Provide housing and meals for group participants;
 3. Provide group movement within the country of study, such as train or bus passes, etc; and
 4. Group admission to programs, events, museums or art galleries related to the course of study.

While conducting a program overseas, faculty and staff may include their meals, room and transportation on their event card during the dates of their program. The cost of meals should be reasonable and should not include alcohol.

All expenses, including employee travel expenses charged to the event card, require itemized receipts. Expenses considered allowable would meet the same criteria as if the program was being taught in the U.S. Expenses for faculty and staff travel incurred prior to the beginning of the program, or after the program concludes, should **not** be charged to the event card and should be conducted in accordance with normal university travel policy.

5. It is the cardholder's responsibility to provide all receipts and documentation to the card validator (the individual who processes the transactions in the online reconciliation system in AccessPlus) to maintain for the Study Abroad office, or other authorizing departmental office, in accordance with the university's Record Retention Policy. Supporting documentation should include the following:
 - Receipts accounting for all cash expenditures made using cash advances taken on the card.
 - Itemized cashier receipt or vendor invoice.
 - Packing slip (for goods received).
 - Copy of an itemized order confirmation, registration form, or application.
6. It is the cardholder's responsibility to report a lost or stolen card immediately to:
 - The issuing bank (US Bank/VISA) at 800-344-5696, or call collect 701-461-2010 when outside the U.S.
 - The purchasing department at 515-294-4589
 - The ISU public safety office at 515-294-4428
7. *Violating any of these policies will result in immediate termination of the privilege to use the event card. Non-adherence to any of the procedures enumerated in the Agreement, Cardholder Guide, or the Cash Advance/Payroll Authorization will result in revocation of individual cardholder privileges and may result in revocation of all division or departmental event cards.*
8. Fraudulent use of the event card will result in disciplinary action in accordance with the policies of ISU's human resource services.