

Group Travel Procurement Card (GTR)



Replacing the Declining Balance Card (DBC)



GTR PURPOSE

A GTR can be issued to a university employee responsible for traveling with a group of students to alleviate the need to take a large sum of cash on the trip.

Requirements for Obtaining GTR Card

- New cardholders must complete an application and obtain campus CBO written approval
- Pass an on-line exam (currently waived for previous DBC holders)
- Sign a Procurement Cardholder Agreement



Group Travel Policy

The following conditions and restrictions apply to these cards and misuse or violations of these rules will result in immediate suspension of the card and possible disciplinary action including termination.



Group Travel Policy

- a. A group is defined as five or more students and only one card will be issued per trip request.
- b. The card may NOT be used to purchase airfare or rental cars. These must be procured ahead of time and travelers can use the direct bill process whereby the university will pay for these items.
- c. The card may NOT be used for individual travel, recruiting, and personal expenses may NOT be charged to the card.
- d. The card may NOT be used for Cash Advances.
- e. Allowable expenses include:
 - I. Lodging
 - II. Ground transportation such as taxis and public transportation (excluding rental cars)
 - III. Tickets and tours
 - IV. Group Meals
 - V. Incidental items needed for the entire group
 - VI. Purchases made with this card are subject to both the travel (FIO705) and procurement card (FIO530) policies.



Prior to the Group Trip

- a. An approved Trip Request must be in IRIS with a list of all the individuals traveling in the group in the Comments section.
- b. The allowed per diem for meals and lodging must be listed on the Travel Request in the Comments section as well as any other expenses expected to be paid.
- c. Unlike the DBC, the GTR card does not require a preload request.
- d. The cardholder must sign out the GTR card prior to each trip and return the GTR card upon the completion of the trip.

Reconciling GTR Card

- a. The GTR procurement card statement will be uploaded into IRIS each month. An email will be sent to you from Knoxville notifying when the statement is available.
- b. When reconciling the GTR procurement card statement, the trip number should be referenced for each line item.
- c. Receipts for all purchases on the GTR procurement card statement must be attached to the reconciled statement in IRIS.
- d. The GTR statement must be fully reconciled before travel expense report can be submitted.

Submitting Travel Expense Report

- a. Expenses that are charged to the GTR must be entered as company paid.
- b. Receipts must be attached to the travel expense report in IRIS.
- c. A reconciled GTR statement must be signed by the cardholder and attached in IRIS with the signed travel expense report.