Important Contact Information

Purchasing Card Issues:
Lost or Stolen cards
Fraudulent activity
Declined purchases
Call:
JPMorgan Chase @ (800) 270-7760
(available 24 hours a day)

USF Purchasing Card Services:
Email: p-card@usfca.edu
Business Office Phone:
(415) 422-2102 or (415) 422-5977
http://www.usfca.edu/vpbf/p-card/p-cardfaq.html

Concur Expense Reporting:
Email: p-card@usfca.edu
http://www.usfca.edu/vpbf/p-card/concurFAQs.html
Business Office Phone:
(415) 422-2102 or (415) 422-5977

Travel & Entertainment Expense Reimbursement Update
USF Travel & Entertainment

University sponsored travel and entertainment standards effective 4/1/2009:

Travel

- Domestic airfare - $450 per person NEW
- Economy class
- Non-refundable tickets
- Meals while on travel status remain at $50 daily per person
- Hotel - $200 per night (excluding taxes and fees)
- Foreign Travel must be pre-approved by your Dean / VP (Actual expenses or Per Diem methods are allowable) NEW

Entertainment

- University funds for catering is allowable in limited offerings for outside guests (modest food and refreshments)
- University funds, generally, cannot be used for meals or refreshments at events only attended by USF employees (coffee and water are excluded)

Professional Development

Travel

Travel costs for professional development are allowable and limited to the following:

- Board member travel (when the traveler is a board member for the sponsoring organization)
- Required compliance training

Other Important Information

Faculty Development Funds are subject to college guidelines

Exceptions to these limits and policies must be authorized in writing by your Dean or Vice President

JP Morgan Chase Purchasing Card should be used while on travel for the University or entertaining on behalf of the University. More detailed information can be found at:

www.usfca.edu/busfin

Concur Travel & Expense

All travel and entertainment transactions are processed through Concur Travel & Expense.

- Warning flags are posted in the system to remind users of the University limits
- Itemization for lodging is not required if an itemized hotel folio is provided NEW
- Expense reports may be routed to Deans or Vice Presidents for needed review and approval

Non-Employee Expense Reports

Non-employees should use the Non-Employee Expense Report form to request a reimbursement and are also subject to the University limits.

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Thank you for your efforts as we “continue to strengthen the University's financial resources to support its educational mission.”

University of San Francisco’s Vision, Mission and Values Statement 9/11/01