



University
of Windsor

Quick Tips/Reference Sheet

For the U of W Scotiabank VISA TRAVEL Credit Card Program

- ▶ Cardholder is responsible to MAKE PAYMENT to the bank by the due date on their statement for the **full** amount of the balance owing and approved expenses are later reimbursed.
 - ▶ Card is to be used for University travel related expenses only (i.e. meals, air or train fares, hotels, car rentals) – it is **not** to be used for personal use- see your cardholder agreement.
 - ▶ Card has monthly limit of \$15,000 and a weekly cash advance limit of \$300
 - ▶ Monthly statements from the bank go to cardholder's University email address mid-month and show from TransPlus@procard.com- subject line will read 'Scotiabank VISA Stmt-UofW Travel: cardholder name'. Print out your statement for payment, verification and reimbursement purposes.
 - ▶ **Reimbursement-** Cardholders should be familiar with the U of W Travel Policy to ensure the reimbursement process goes efficiently. Costs such as airfare if incurred on **this** card can be reimbursed pre-travel dates. The cardholder should submit an approved CHEQUE REQUEST to Accounts Payable with a copy of their statement and a cheque will be issued. After the trip is completed they should submit an approved expense reimbursement form with all original receipts for the entire trip. Find the U of W Travel Policy and the reimbursement forms at the websites below:
[uwindsor.ca/travel policy](http://uwindsor.ca/travel-policy) and [uwindsor.ca/expense form](http://uwindsor.ca/expense-form)
- Key contacts** for questions on the Travel Policy or how to fill out the forms for reimbursement is the Accounts Payable department in Finance x2120 or x2119
- ▶ **To activate this card or request a PIN # for cash advances..**
Call 1-888-823-9657 and follow the prompts
 - ▶ For more explicit instructions on this credit card program or activation refer to the document "*Travel Card Application*" posted on the Purchasing Services website.
From www.uwindsor.ca click on "Services & Support" then click on "Purchasing" then see "Credit Cards" tab.
You will also find the insurance coverage on this card on that web page.

Finance Department Purchasing Services CHT 4th floor

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