



Corporate Card User Guidelines

Last updated 03/20/23– Prepared by Alyssa Martin, Financial Specialist Senior

Card Activation –

- Call US Bank Customer Service, 1-800-344-5696, to activate your card.
- During the card activation process, you will be prompted to enter the last 4 digits of your social security number.

Individual Cardholder Responsibility –

- Retain receipts, including duplicates if necessary, for all charges
- Submit an eReimbursement report following the trip attaching all receipts
- Dispute inaccurate charges/refunds with the vendor
- Ensure all purchases comply with [UW System](#) and UWSP policies

Allowable Transactions –

- The Corporate Travel card may be used for:
 - Airfare
 - Ticket, Service Fees, and Baggage Fees
 - Lodging
 - Meals
 - Parking: Airport, Hotel and parking ramps for overnight travel only
 - Rental Cars & Rental Car Gas
 - Registration Fees
 - Internet (while on travel status)
 - Commercial Transportation including Train, Bus, Taxi, and Shuttle
 - Any miscellaneous business expenses while in travel status
- The Corporate Travel card may NOT be used for:
 - Conference/convention events included in a registration fee that are not allowed according to state travel regulations
 - Personal expenses

Special Considerations –

- The Corporate card is a state-provided personal liability purchasing card to be used for selected business travel related expenditures. **It is the employee's responsibility to ensure payment in full is received at US Bank upon receipt.**
- The employee is responsible for any late fees. No interest charges will be assessed, but a 1% late fee is applied at 61 days past due.
- Charges for non-reimbursable expenses are allowed only when they are reasonably incident to the business-related travel expenses and are unavoidable.
- The Corporate card comes with a standard credit limit of \$3,500.

Contacts –

- US Bank Customer Service - Card Activation/Charge Disputes
 - 1-800-344-5696
 - [Access Online Link; Instructions for Registering](#)
- Payment Services – General Card/Travel Questions/Card Maintenance Issues
 - 715-346-2052
 - [Email Payment Services](#)
- Accounting Services (General Ledger) – Expenditure Transfers
 - 715-346-2051
 - [Email General Ledger](#)