

LA SALLE UNIVERSITY
Policy and Procedures
Travel Card Program

Application

Application for a University Travel Card – Faculty and Professional Administrators who are authorized for University Business Travel may apply for an MBNA Travel Card. The Application Form may be downloaded from the Business Affairs Database in the Lotus Notes System. The completed form shall include all required information, signed by the Applicant, Department Head, and the Area Vice President or Provost. It is then sent to the Director of Accounts Payable & Purchasing who will process the application.

Cardholder Agreement

The University's Cardholder Agreement is found on the Application Form. The Agreement and the MBNA Terms and Conditions mailed to the Cardholder with the Travel Card shall constitute the entire agreement between the Cardholder, La Salle University and MBNA.

Receipt of Card

Allow ten business days (excluding Holidays) for receipt of the Travel card.
The card shall be mailed by MBNA to the Cardholder at the La Salle University address.

Annual Fee

No Annual Fee shall be charged.

Monthly Statement

On or about the fifth of each month, the Cardholder shall receive a statement from MBNA indicating all charges for that period. The Cardholder shall immediately attach all receipts to the statement, sign and date the statement and forward to Accounts Payable ***no later than 10 days prior to the statement due date***. The statement due date may change slightly from month to month, although the date should be on or near the 20th of each month.

Late Charges

The Cardholder is liable for late fees and interest imposed by MBNA for all payments made after the due date.

Program Administrator

The Director of Accounts Payable & Purchasing shall be the Program Administrator for the Travel Card. Questions and issues regarding card program procedures may be directed to Nancy Lee Moore, Director of Accounts Payable & Purchasing at 215-951-1863.

While Traveling

If en route, the Traveler shall call the Travel Agency for assistance with change in reservations, or, if a concern regarding the card, MBNA's 800 number.

Cancellation or Closing of Account

The account may be cancelled if the Cardholder does not follow the University agreement and/or MBNA Terms and Conditions.

The account will be closed at the time the Cardholder leaves the University's employment. The card shall be returned to Human Resources by the Cardholder upon the last day of employment.