

Business Office Process – Debit Cards

In the interest of providing students, student-athletes and student organizations a quick, efficient and secure method to pay for meals and miscellaneous expenses while travelling on University sponsored trips, they will now be provided with personalized travel debit cards.

Additionally certain BGSU staff members may be issued debit cards to accommodate cash advances when cash is deemed to be the only payment method available and paying in cash is in the interest of furthering the business purpose of BGSU.

A final category of debit cards will be those staff members whose primary duties require repeated, extended travel with student groups throughout a fiscal year and intend to use these debit cards to receive their meal per diem.

The process for debit card issuance and management is as follows:

Students:

1. Faculty or administrative staff acting in accordance with their duties may request debit cards to be issued to students or prospective students who are involved with BGSU sponsored travel activities.
2. Requests for new card issuance, will be made three (3) weeks in advance of travel and the request will be made to Accounts Payable (AP). Requests require a roster of student names, BGSU ID numbers and date of birth.
3. Once cards are ordered and received, the requesting faculty or staff member will receive a briefing on the use of the debit cards and acknowledge receipt of said cards.
4. A completed and properly executed payment request form will be submitted to AP, no less than one week prior to travel that indicates the total amount to be issued to all students as well as the dates of travel and a roster of students travelling.
5. Monies will be loaded onto individual student cards no later than the day of travel. For travel over multiple days or weeks, funds can be loaded in incremental amounts no more frequently than twice per week. Please contact AP to verify the dates and amounts or submit such detail with the payment request for the trip.
6. A requestor may elect to have residual funds swept from the cards and returned to departments upon either the return from a single trip or after a series of related trips. In all cases, funds will be swept no later than 30 days after the last activity on the card.
7. No debit cards will be issued to non-students unless they are prospective students affiliated with a sponsored BGSU activity.

8. No cash withdrawals or PIN's are available for student debit cards.

Faculty and Staff:

1. A Budget Administrator may request the issuance of a debit card for any faculty or staff member whose primary duties include regular and repeated extended travel with student groups within a fiscal year.
2. The recipient of the debit card agrees to receive their travel meal per diem in the form of monies loaded onto the debit card for the duration of travel with student groups.
3. No meal per diem amounts will be available to be received via the issued debit cards for any travel that is not made with a student group (e.g. solo travel, student recruitment, travel with other staff).
4. Amounts to be loaded onto this category of debit cards will be included in the payment request for per diem for the entire student group that the staff member is travelling with.
5. No cash withdrawal or PIN numbers are available for these debit cards.
6. Balances will be removed and returned to the originating department upon card cancellation, separation from employment or after 30 days of inactivity.

Faculty & Staff – Debit Card with Cash Withdrawal Feature:

1. Cash withdrawals and PIN's are available for certain staff members that require cash advances while on travel where no other means of payment will be accepted (e.g. cash only event fees). This option is not to be used for meal per diems.
2. Requests for funds to be loaded onto these debit cards are to follow the normal routing for cash advances and require the CFO to approve. These requests should clearly demonstrate that no form of payment other than cash is either allowed or a viable alternative.
3. These debit cards require a full accounting after their use to include itemized receipts that are in accordance with the initial purpose of the funding request.
4. Due to the additional approvals, sufficient lead times are required for these requests (3 weeks would be reasonable).
5. Receipt submission and reconciliation will be completed within 10 days after the end of travel. At no time will more than one funding request be loaded on these cards.