

**BRADLEY VISA DOCUMENTATION**

1. Documentation – Original receipts must be provided for each item on the travel card statement. The business purpose must be clear as far as who, what, why, when and where for each expenditure. Include a copy of the travel pre-approval or travel summary when applicable.
2. Cultivation meals with donors or other outside parties must include the ITEMIZED portion of the vendor receipt with tips allowed up to 20% maximum. Travel meals subject to the per diem reimbursement cannot be charged on the credit card. Should this happen by mistake, reimbursement by check of the amount charged should accompany the travel statement to the AP/Purchasing Department. Room service cannot be charged to the hotel if the hotel is paid by the credit card. In this case, room service must be paid by the traveler with personal funds to be reimbursed later through the per diem.
3. Missing receipts are the responsibility of the cardholder. Statements are not to be submitted without securing a duplicate receipt from the vendor. The cardholder must submit a check for any missing and/or personal charges. If the receipt is obtained at a later date, the cardholder will be reimbursed.
4. Personal expenses include, but are not limited to: spousal/family expenses, extra baggage, snacks, mini bars, bottled water or drinks, meals and incidentals to be reimbursed through the per diem, health club fees, newspapers/magazines, movies, flight or car rental insurance fees, upgrades.
5. Bradley University is tax exempt in the state of Illinois. Please remind vendors of this prior to processing your transaction. Hotels and restaurants are the exception.
6. Meals for 1 day trips are generally not reimbursable unless the travel is substantially longer than an ordinary work day – 12 hours. In this case, the university will cover the evening meal at the destination per diem rate (usually Peoria). These meals cannot be charged on the credit card; rather they must be requested through reimbursement.
7. Meals provided at department meetings for staff and students are generally not reimbursable unless they are considered reasonable and infrequent, 2-3 times per year or 1 time per semester. If qualifying, these may be charged on the credit card.
8. Travel cards are not to be used at the Bradley bookstore, University dining facilities or the ticket office. Please contact the Controller’s Office for proper procedures.
9. Gas receipts must be documented with the form of travel, ie. Rental, BU leased vehicle, personal vehicle.
10. When using rental vehicles, additional insurance is to be waived and the vendor is to be informed that Bradley is tax exempt in Illinois. Airport rentals should be avoided when possible as additional fees and taxes are incurred. An offsite rental facility should be used when possible.
11. The cardholder is responsible for disputing all unauthorized charges and for supplying the necessary documentation to the vendor or the bank that has issued the VISA card to obtain a credit. A copy of the dispute form should be attached to the visa statement.

**I have read the above information and by accepting a Bradley University Travel Card, I agree to abide by the rules listed herein. Please retain a signed copy of this form for your reference.**

\_\_\_\_\_  
Signature of cardholder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Controller’s Office

**Please note this is not all inclusive. Refer to the complete [Travel and/or Expense Reimbursement Policy](#).**