



## Group Travel Card

Cooperative Extension has available two group travel cards which can be used when traveling with groups of 3 or more people. Cards may be reserved through your BSC contact to ensure they are available for your trip. You are required to sign an authorization form prior to using the card for the first time.

The card can only be used for:

- **Hotel Reservations** – includes hotel parking and reasonable phone calls.
- **Gas for rental vehicles & UNH fleet vehicles (not personal)**
- **Car Rentals** – USNH employees should generally decline the vehicle rental insurance coverage since our agreement with MasterCard provides for basic vehicle rental insurance in all cases except for the following:
  - The rental period exceeds 31 days, or
  - The rental vehicle is a 15-passanger van, or
  - If traveling outside the U.S. in a country not covered by MC.
- **Business Meals** – Business meals are those with a clearly substantiated business purpose, i.e., those directly associated with the active conduct of USNH business. Examples include group travel meals; departmental meetings; business meetings with colleagues at which a bona fide business discussion takes place.
- **Transportation** – Shuttle service, taxi's, etc.

Please remember that you need to get itemized receipts for each purpose. These receipts must include the following information:

- Who (vendor or supplier name)
- Where (vendor or supplier address)
- What (brief description of goods purchased)
- When (date of purchase)
- How Many (number of units purchased)
- How Much (Unit price and total order amount)
- Business Purpose (if not obvious)

When using your card for meals you **MUST** have an itemized receipt. You can obtain one from restaurants by notifying your server BEFORE you order. This is very important in order for Extension to retain usage of these cards.