

Group/Extended Travel (GET) Card

Issued to faculty/staff for the procurement of business travel expenditures. Valid for one specific trip only. Must provide valid approved spend authorization. Contingent upon 2 or more travelers with same destination or an individual's travel that spans 7 or more consecutive days.

ADVANTAGES:

- GET Card will have employee's name on card. This can be useful when renting a car or checking into a hotel. Both GET and ID will match.
- GET Card is a one and done item. This means that it is only used for the one trip. No other expenses will be charged to this card. It will be easier for expenses to be tracked. Less fraud or chance of it being stolen. Also, there are different restrictions on this card. It is meant to be used for travel and will not be flagged like the office PCard.
- Limits are more flexible.
- It can be used like an ATM if you need cash.
- No out-of-pocket expenses.
- If reservations are made with GET card, and it is shown at time of reservation check-in, less chance of having inadvertent double charges.
- Can be kept on hand to use during trip.
- Can be OSP or UNIV.

**The minimum amount of time to get a GET Card is 2 weeks.
Allow time for pickup and routing/mailing of card.**

REQUIREMENTS FOR GET CARD ARE TO BE PCARD COMPLIANT:

- Must have PCard training and responsible for expensing out charges in Workday.
- Review tax exempt information.
- Can reassign charges, but you will still be responsible to see that reassigned charges get expensed.

GROUP TRAVEL/ECM NOTES:

If you are traveling with a group and have a GET card to pay for incidentals on the trip, then you will need access in Workday to be able to "Create Expense Report for Non-Worker" in order to to expense the charges.

BEFORE THE TRIP – Create Group ECM/SA if 10 or more travelers, Individual SAs for less than 10:

- IF Group: create the Group ECM – IE: XX National Meeting November 202X
- Second to create a Spend Authorization in the Group ECM's name
- Keep all SA#s for use in Expense Reports if Individual SA#s are created

AFTER THE TRIP:

- In Workday in the Search field type "Reassign Expense Credit Card Transactions" - remove your name to the right side of the lines for all trip charges, and type in name of Group ECM
- Expense as normal for the card charges – matching the Worktags on the Group ECM Spend Authorization to the Expense Reports



Group/Extended Travel (GET) Card, cont'd

PCard Compliance means required training courses must be completed through BuckeyeLearn:

- *Fiscal Stewardship for All*
- *Preventing Fraud*

GET CARD DETAILS:

- Issuance is limited to employees of Ohio State University.
- The verification code is required by the bank to validate authorization to account information. Select 4 digits that you'll easily remember if card is lost/stolen. Activate the card using your 4-digit verification code before use.
- If ATM is selected for the GET PCard, the PIN number will be mailed to the PCardholder within 10 business days from card order date in separate mailer.
- All new applications for GET Card will be available for in-person pick-up at 901 Woody Hayes (Blankenship Hall). The PCard Office will notify the cardholder or card manager listed on the application by email with pick-up instructions. If needing the GET Card mailed to you, let Patty Corfman know when it is available for pick-up and she will mail it to you.

TO REQUEST A GET CARD FOR TRAVEL: on the CFAES Finance webpage:

[PCard Application/Maintenance Request](#)

One SA# can be used for the application (or GROUP ECM SA#). All relevant SA#s to the trip will be used in expensing any charges made on the card.

Start Complete

Submitting on Behalf of Another? *
Select "yes" if you are submitting this request on another person's behalf. Select "no" if you are submitting the request for yourself.

PCard Training Verification *
Has the applicant completed all university PCard trainings required to become a PCardholder/PCard Manager?

Request Type *

New PCard Request
 Existing PCard Maintenance

Does this Request Replace an Existing PCard? *

Yes
 No

Business Justification for New PCard *
Need card for SA###, to travel DATES GO HERE on TRIP NAME with however many people, consecutive days to justify need for GET card.

PCard Funding Source *

UNIV
 OSP

UNIV Card Type *

Department Card
 Individual Card
 GET Card