University of Notre Dame Card Program Quick Reference Guide

Card Program	Travel Card	Meeting Card	Procard	Irish1 Card
Type	Visa	Visa	Mastercard	N/A
How to get Access	▪ Travel Card Application	▪ Meeting Card Application	▪ Procard Application	▪ Irish1Card Charging Privileges
Who Pays	▪ Individual	▪ University, initiated by employee within Concur	▪ University auto pay	▪ Direct FOAPAL Charge
How to substantiate	▪ travelND / Concur	▪ travelND / Concur	▪ travelND / Concur (Statement Report)	▪ Financial Toolkit
When to use	▪ Booking individual travel ▪ Business related expenses	▪ Group travel / events ▪ Expenses for Guests ▪ Group business related expenses	▪ Small, one-time or recurring purchases ▪ Supplier does not accept purchase orders	▪ Food Service locations across campus ▪ Bookstore locations across campus
When not to use	▪ Personal expenses	▪ Personal expenses	▪ Personal Expenses ▪ Purchases from strategic vendors ▪ Expenses that might circumvent purchasing controls	▪ Purchases anywhere other than on-campus
Categories	▪ All travel expenses (Airfare, Hotel, Transportation, Meals, etc.) ▪ Business entertainment ▪ Business meeting expenses ▪ Other travel / business expenses	▪ Same as the travel card but for group or guest expenses	▪ Small low-dollar office items ▪ One-time purchases ▪ Shipping Costs ▪ Newspapers & periodicals ▪ Dues & memberships ▪ Conference fees ▪ On-campus meals	▪ Restaurant food for on-campus eateries ▪ Merchandise purchased directly from the main bookstore or its satellite locations
Benefits	▪ Card charges automatically load into travelND for easy expense report creation.	▪ Same as travel card	▪ Use to quickly acquire items from non-strategic vendors. ▪ Can be used in person to get items same day	▪ Receive departmental discount ▪ University saves by not paying typical Credit card fee to bank
Contact	▪ Procurement Help Desk (1-4289)	▪ Procurement Help Desk (1-4289)	▪ Mike Favorite / Rich Forrester	▪ Irish1 Card Office (1-7814)
Governing Policy	▪ University Travel Policy	▪ University Travel Policy	▪ Procard Policy	▪ Irish1 Card – Department Charge