

## MU United Bank Team Account Guidelines

NOTE: United Bank Team Accounts are billed directly to the University Department that is liable for the payment of all charges.

### Corporate Team Account Features

- The United Bank Team card is issued to an individual, usually the group coordinator, coach or team manager. The card may be used for any University business related **group/team** travel expenses.
- ATM cash advance feature.
- Airfare tickets may be purchased up to 180 days in advance.
- Departments receive one monthly statement.

### Corporate Team Account Restrictions

- This United Bank account cannot be used for anything other than travel expenses: transportation, lodging, vehicle rental and \*guardian meals. It absolutely may **not** be used for hospitality expenses.
- If used for rental vehicle an itemized rental agreement/invoice must be attached to the United Bank invoice when submitted for payment. See the Travel Regulations for restrictions on rental vehicles and insurance.
- If used for lodging only the room with applicable taxes can be charged to the United Bank account, all other charges are to be paid for by the traveler. An itemized hotel folio must be secured and submitted with the United Bank invoice for payment.
- Meal receipts are required for \*group/guardian/team travel.
- If ATM cash advance feature is utilized, the Cash Advance Reconciliation form must be completed and attached to the United Bank invoice when submitted for payment.
- Statement is to be processed within 5 working days of receipt.
- Individuals found violating the use of the United Bank Team Account will have their privileges canceled.

### Departmental Record Retention

- Copies of United Bank invoices
- Copies of all required supporting documentation (airline tickets, hotel folios, vehicle rental agreement/invoices, meal receipts, ATM receipts, Cash Advance Reconciliations, approved Travel Authorizations, etc.)

\*Guardian Travel: Travelers transporting or accompanying clients, patients, students or others entrusted to an institution for their care, education or placement, shall be reimbursed the actual cost of meals up to the maximum daily rate for each person. Receipts are required; or in lieu of receipts for students, a student signature form, in accordance with the State Auditor's current guidelines, may be provided.