As the holder of this Travel and Hospitality (T&H) Card, I agree to accept responsibility for the protection and proper use of this card as outlined in the Agreement and Program Guide.

In consideration of allowing me to use my Iowa State University T&H Card to obtain cash withdrawals while in foreign countries, thereby facilitating my study abroad program, I agree to provide a receipt for each cash transaction made with the funds withdrawn by attaching those receipts to my expense report in Workday, or by providing those receipts to the procurement and expense specialist completing my expense report, within ten days after completion of the travel.

I authorize Iowa State University to withhold the amount of any cash withdrawals from my paycheck, or from my expense report reimbursement amount, should I fail to provide complete receipts identifying the expenditure of all cash withdrawal funds within the stipulated time.

Signature: ___________________________ Date: ___________________________

Print Name: __________________________ University ID No.: __________________

Department: __________________________________________________________

University e-mail: _______________________________________________________

Dates of Study Abroad Program and Destination: ____________________________

_____________________________________________________________________

Approximately how much cash (in USD) do you anticipate needing? ____________
STUDY ABROAD CARDHOLDER GUIDE

1. **All purchase transactions processed against the travel and hospitality (T&H) Card must be made by the individual to whom the card is issued.** The cardholder has full liability for any improper charges that result from allowing others to use the card.

2. A Personal Identification Number (PIN) may be needed to make purchases at point-of-sale and to facilitate cash withdrawal transactions at automatic teller machines (ATMs). Cardholders may request a PIN during card activation. If a PIN is not requested during card activation, cardholders may request a new PIN (or change an existing PIN) at any time using USBank’s online portal. Instructions for “Changing or Setting a PIN Online” are included at the end of this Cardholder Guide. The procurement services department does NOT have access to PINs.

3. T&H Cards authorized for cash withdrawal transactions during study abroad programs have the following limits/restrictions:
   - No single withdrawal is to exceed the cardholder’s single purchase (transaction) limit.
   - Cash withdrawals may not exceed the cardholder’s monthly/cycle limit.
   - Withdrawals at ATMs are limited to three per day.
   - Purchases made with cash withdrawn must be for the use and benefit of the university. **No personal purchases are allowed.**
   - A *2.5% fee is added to all cash withdrawals* made on T&H cards. This fee is charged as a separate transaction.

4. The T&H Card is authorized for university expenses only. Expenses considered allowable would meet the same criteria as if the program was being taught in the U.S. The cost of meals should not include alcohol. Expenses for **personal** faculty and staff travel incurred prior to the beginning of the program, during the program, or after the program concludes, should not be charged to the T&H Card.

Program expenses are those involved with the actual teaching of a group. This would include expenses necessary to:

1. Get the group to the teaching location;
2. Provide housing and meals for group participants;
3. Provide group movement within the country of study, such as train or bus passes, etc; and
4. Group admission to programs, events, museums or art galleries related to the course of study.

The T&H card should not be used as a mechanism to loan money to a program director or student participant for personal purchases.
5. It is the cardholder’s responsibility to attach all required receipts and documentation to their expense report(s) in Workday, or provide the documentation to their procurement and expense specialist to attach on their behalf. Documentation MUST support an authorized (acceptable) business purpose for all transactions made with the T&H Card.

Itemized receipts are required for all purchases over $75 and:

- All cash purchases made using cash withdrawals taken on the card (show how cash was used).
- All airline tickets.
- All hotel receipts.
- All purchases made on behalf of others (e.g., group meals, transportation expenses, etc.), as well as the names of those individuals.

NOTE: When traveling outside of the United States, T&H Card charges may include a **foreign transaction fee of 3% of the transaction amount**. This fee is added to the transaction and is not a separate fee.

6. It is the cardholder’s responsibility to report a lost or stolen card immediately to:

- The issuing bank (US Bank) at 800-344-5696, or call collect 701-461-2010 when outside the U.S
- Procurement Services at 515-294-7024
- The ISU Police at 515-294-4428

7. **Violating any of these policies will result in immediate termination of the privilege to use the T&H Card. Non-adherence to any of the procedures enumerated in the Agreement and Cardholder Guide will result in revocation of individual cardholder privileges.**

8. Fraudulent use of the T&H Card will result in disciplinary action in accordance with University policies.
Instructions

CHANGING OR SETTING A PIN ONLINE

1. Go to https://access.usbank.com

2. Click on the Change Your PIN link at the bottom of the page

You DO NOT have to enter any login information

- Organization Short Name field: Leave Blank
- User ID field: Leave Blank
- Password field: Leave Blank

3. Enter your information into the fields on the “Change Your PIN – Information” screen:
   a. Card Number
   b. Expiration Date
   c. Last 4 digits of Work Phone

4. Click on Submit
5. You should receive a confirmation screen indicating the information was entered correctly, and emails have been sent to you

6. You will receive two emails from Access Online do not reply@access-online.com
   a. One email will contain a link
   b. One email will contain a passcode

7. Copy the Passcode from the email
8. Click on the link in the other email
9. The link should take you to a screen that says “Change Your PIN – Passcode”

10. Confirm the last 4 digits of your card number
11. Enter the Passcode from the email
12. Click on Submit
13. Enter the New PIN number on the “Change Your PIN – Change PIN” screen
14. Confirm the New PIN number
15. Click **Submit**
16. The new PIN will be active right away.