

RCCD Travel Program Update

To all Travelers
September 14, 2023

Present by:
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Background

Current Travel Credit Card – Discontinued

- RCCD has been using American Express GO as the travel credit card
- American Expense GO (declining credit card) program has been discontinued effective November 1, 2023

New Travel Credit Card – Bank of America

- RCCD selected Bank of America as the new travel credit card

Key Travel Credit Card Requirements

- Similar to the current travel credit cards, all charge activities will automatically load into Concur to the user profile for reconciliation
- Declining balance – authorized spending level expires after trip (by date) and is limited to a specific dollar amount based on the approved Concur travel request

Communications

- Email to RCCD-all sent before: Friday, September 15
- District
 - District Strategic Planning Council: Friday, September 15
- IDS
 - District IDS meeting: Thursday, September 14
- Admin
 - RCC – Admin meeting: Wednesday, September 13
 - Norco – Admin meeting: Wednesday, September 25
 - MVC – Admin meeting: Thursday, September 21
 - District – Admin meeting: Wednesday, September 13

Credit Card Cut Over Date, Monday, October 9

- Continue to use AMEX until Sunday, October 8
- On October 9, begin using Bank of America Credit Card
 - Purchasing will issue BofA credit cards in priority groups
 - Group 1 (travel in October) pickup beginning on Tuesday, 9/26
 - Group 2 (travel in November) pickup beginning on Tues, 10/10
 - Group 3 (travel after Nov 30) pickup beginning on Tues, 11/7
 - Pickup will be at the local college Cashiering Office or District Office

Weekof	Mon	Tues	Wed	Thur	Fri	Sat	Sun
9/18 - 9/24	<i>use AMEX</i>	<i>use AMEX</i>	<i>use AMEX</i>	<i>use AMEX</i>	<i>use AMEX</i>	<i>use AMEX</i>	<i>use AMEX</i>
9/25 - 10/1	<i>use AMEX</i>	<i>use AMEX **</i>	<i>use AMEX</i>	<i>use AMEX</i>	<i>use AMEX</i>	<i>use AMEX</i>	<i>use AMEX</i>
10/2 - 10/8	<i>use AMEX</i>	<i>use AMEX</i>	<i>use AMEX</i>	<i>use AMEX</i>	<i>use AMEX</i>	<i>use AMEX</i>	<i>use AMEX</i>
	10/9 CutOver						
10/9 - 10/15	BofA card	BofA card	BofA card	BofA card	BofA card	BofA card	BofA card
10/16 - 10/22	BofA card	BofA card	BofA card	BofA card	BofA card	BofA card	BofA card
10/23 - 10/29	BofA card	BofA card	BofA card	BofA card	BofA card	BofA card	BofA card

** New Bank of America credit card will be ready for pickup on Tuesday, September 25 for group 1

Changes – New Travel Credit Card

- Bank Issuing Travel Credit Card
 - OLD – American Express GO
 - NEW – Bank of America
- Process to reload card
 - **Same Process:** email PurchasingTravel to reload fund to an existing card or to issue a new card
PurchasingTravel@rccd.edu
- Reconciliation
 - **Same Process:** complete expense report in Concur
- INITIAL CARD LAUNCH
 - Purchasing will reissue all existing AMEX GO card
 - Credit Card Acknowledgement form **MUST BE SIGNED**

Travel Credit Card Acknowledgment Form

- All travelers must sign an acknowledgement form before the new Bank of America travel credit card will be issued
- The acknowledgment form addresses the following:
 - Authorized Use: Traveler is to follow Board Policy 5900.
Card is for RCCD travel use only
 - Expense Reporting: **Itemized receipts** must be retained and attached to expense report as supporting documentation
 - Card Security: Traveler is responsible for the safe keeping of the credit card
 - Card Termination: Credit card must be returned upon termination or upon request
 - Unallowed items: Traveler must reimburse RCCD for unallowed activity (personal or unallowed per Board Policy)

Acknowledgment Form Signature

- Who is handling Acknowledgement Form?
 - Purchasing will issue and retain all the acknowledgement forms
 - Purchasing will not release the Travel credit card for pickup without the acknowledgment form signed
- Acknowledgement Form Signature Process
 1. Emailed from Purchasing directly to traveler
 2. Traveler to sign (*click on the flag for digital signature*)
 3. Traveler to email acknowledgment form to purchasing travel
 4. Traveler to pickup new travel credit card

I/we hereby acknowledge receipt of the above and agree to comply with the purchase order requirement policy of the Riverside Community College District.



(Signature)

Date:

NEXT STEPS – Issuance of Cards

- Prioritization Listing
 - Purchasing is make priority lists by travel dates
 - **Purchasing will email priority listing to Admin/IDS by September 21st**
 - **Purchasing will automatically load the remaining balance from the AMEX card onto the BofA card** as the initial available balance
 - If you have issues/questions – email PurchasingTravel@rccd.edu
- Group 1
 - TRAVEL between October 9 and October 31
 - Card Pickup beginning on Tuesday, September 26
- Group 2
 - TRAVEL between November 1 and November 30
 - Card Pickup beginning on Tuesday, October 10
- Group 3
 - TRAVEL after November 30
 - Card Pickup beginning on Tuesday, November 7

Note: Purchasing will issue BofA cards to all inactive AMEX card holders in November/December

What to do with OLD AMEX Card?

- What to do with the old AMEX Card?
 - Cut and destroy card
 - It will be deleted from AMEX system on 11/1/2023
 - YOU DO NOT NEED TO RETURN

NEXT STEPS

- College Travel Support Team (Concur/BofA)
 - **Riverside City College**
 - Finance Team: Aprilyn Tulod, Sendy Powell, and Elia Blount
 - **Norco College**
 - Finance Team: Esmeralda Abejar and Maria Romero-Tang
 - **Moreno Valley College**
 - Finance Concur Support Team: Nader Ghopreal and Alfred Cardoza
 - **District Office**
 - Email Purchasing at PurchasingTravel@rccd.edu

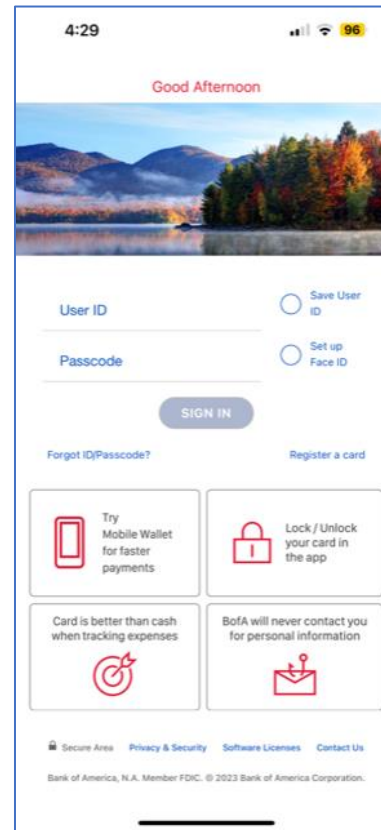
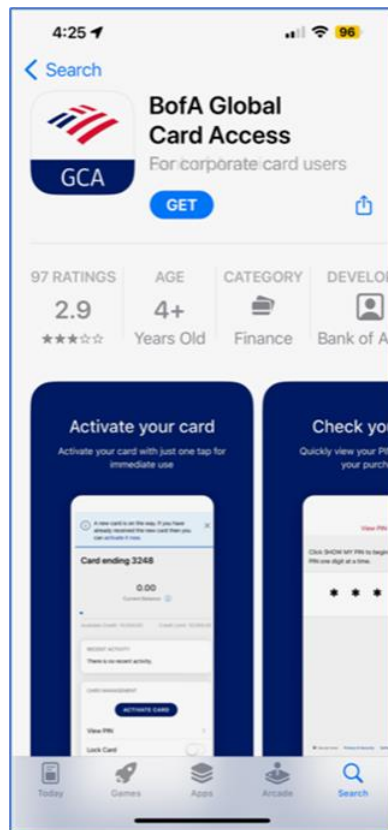
BofA Website – Global Card Access

The screenshot shows the Bank of America Global Card Access website. At the top left is the Bank of America logo. Below it, the text "Global Card Access" is displayed. The main content area features a login form with fields for "User ID" and "Password", a "Sign in" button, and a link for "Forgot ID/Password". To the right of the form is a background image of a person in a suit holding a smartphone. Below the login form, there are six service tiles arranged in a 2x3 grid:

- Apply for a New Card:** Includes a hand cursor icon, a description to apply for a new card or check the status of an existing application, and an "Apply now >" link.
- Register a Card:** Includes a card icon, a description to register for Global Card Access and activate the card, and a "Register now >" link.
- GCA Mobile App:** Includes a smartphone icon, a description to manage the account from a mobile device, and a note that the app is available for both iOS and Android.
- Mobile Wallet:** Includes a wallet icon, a description to add a corporate card for faster, more secure purchases, and a "Learn more" link.
- Digital Statements:** Includes a document icon, a description that current and past statements are available online, and a "Learn more" link.
- Helpful Resources:** Includes a question mark icon, a description of helpful tips and answers to frequently asked questions, and a "Learn more" link.

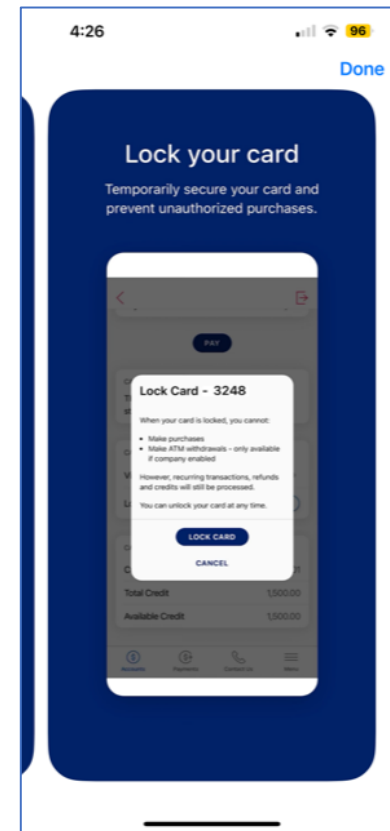
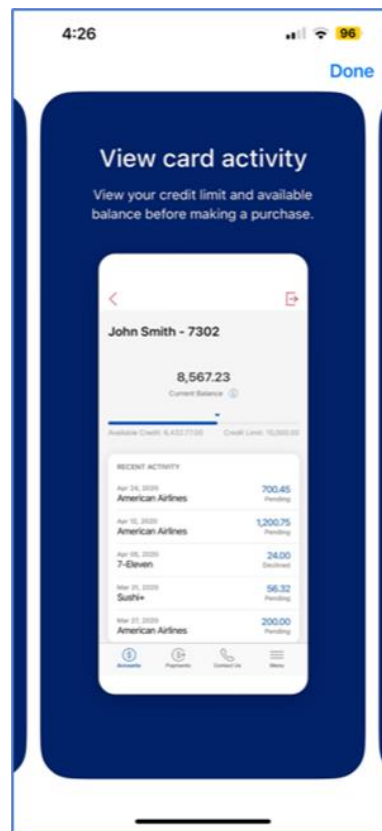
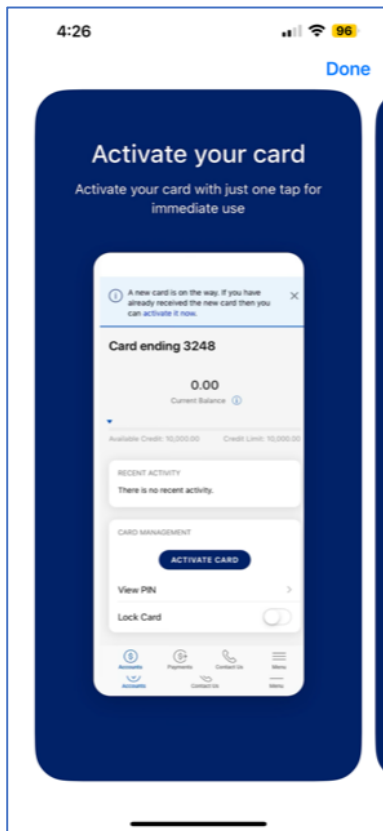
BofA Mobile App – Global Card Access

- iPhone BofA app – Global Card Access (GCA)



BofA Mobile App – Global Card Access

- iPhone BofA app – Global Card Access (GCA)



FAQ

Questions and Answers:

- Question: Where do I pickup the new credit card?
 - Pickup credit card at local college Cashiering Office or District Office (lobby)
- Question: I travel in October when do I get a BofA card?
 - Tuesday, September 25 (group 1 priority of new cards)
- Question: I travel in November when do I get a BofA card?
 - Tuesday, October 9 (group 2 priority of new cards)
- Question: I travel in the future (Nov or Dec) but I need to pay my registration now?
 - If purchase is before 10/9 then use AMEX, if purchase is after 10/9 then use BofA
 - For your trip in the future, please use BofA
- Question: Do I need to request a BofA card?
 - If you had a loaded AMEX GO card, purchasing will automatically issue a new BofA card
- Question: Will BofA have an iPhone/Android app?
 - BofA has both website and phone app where you can see the BofA card balance
 - BofA Global Card Access website: <https://spacardportal.works.com/gar/login>
- Question: Who do I contact if I have additional questions?
 - Email to purchasing travel at (PurchasingTravel@rccd.edu)



Questions?