1. *What is the backup process for students after travel?*
   * Receipt requirements follow G-28 policy.
   * Expenses of $75 or more require receipts.
   * Conference registration and lodging, regardless of amount, require itemized receipts.
   * If travel is charged to grant funding, coordinate with the grant administrator for receipt requirements.
   * The department is responsible for collecting receipts from students upon their return.
2. *How soon before travel can the instant card be activated?*
   * Once Travel & Expense Management receives completed documents (Cardholder Agreement and Sponsored Guest Form), the card can be issued immediately.
   * Contact for early activation; alternative payment methods may be available for specific reasons (e.g., conference registration, hotels).
3. *What is the maximum amount that can be placed on an instant card?*
   * The card limit is set by the department.
   * Consider daily meal limits ($79/day), taxis/ground transportation, lodging, and other travel costs when setting the limit.
4. *What cannot be purchased with an instant card?*
   * Unallowable expenses include rental vehicles, airfare, and personal items (toiletries, phone charges, clothing, etc.).
5. *Since the flight is not allowable on the instant card, is it to be purchased through Service Now?*
   * Submit a request to CBS2 through Service Now for airfare expenses. They will create the Request ID, book the flight, and reconcile expenses accordingly.
6. *Does the flight need to be connected to the instant card in the Service Now ticket?*
   * No, flights booked through Concur by CBS2 are purchased via Direct Bill.
7. *Is the instant card different when using grant funding?*
   * The only difference is if the grant has different spending limits, allowable expenses, or receipt requirements than outlined in the G-28 policy.
8. *Are grant-funded projects able to make use of the instant card?*
   * Yes, if the grant allows reimbursement of travel expenses, the Instant Card can be used.
   * Confirm with the grant administrator for allowances and restrictions.
9. Who is responsible for the reconciliation?

* The department must submit an expense report in Concur within 45 days after travel ends.
* A ticket can be submitted to CBS2 for processing.