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.