

Convenience Fees/Surcharge/Processing Fees

Convenience Fees should only be considered if it is deemed a necessary expense and Business Affairs/Travel has had an opportunity to review the appropriateness of the fee prior to the transaction.

Many suppliers charge fees that are not in compliance with Visa regulations and would therefore, not be an allowable charge. It is the cardholders' responsibility to ensure that these fees are not only allowed by VISA regulations but also in the best interest of the State. Prior to processing any transactions that include convenience fees, the Cardholder must consult with Business Affairs/Travel to discuss the appropriateness of the additional fee. The Cardholder must submit their request in writing justifying the need to make the purchase with their Travel Card and the Business Affairs/Travel will then determine if the convenience fee complies with VISA regulations and is in the best interest of the State. Only then will the convenience fee be allowable.