**Change in Payment Method for Travel Services Providers**

**Purpose**

Purchasing Services is changing the way payment is made to three travel service providers, namely;

* Enterprise Car Rental
* Royal City Travel
* Red Car

The new payment method will reduce errors, route costs to the correct GL codes and ensure that travelers are not out of pocket for travel related expenses.

**Procedure**

Booking Travel

When travel arrangements are made, GL codes will no longer be accepted, credit cards will be the only method of payment. Travelers can use either a personal credit card or a University TCard. In both cases **end users are responsible for paying charges against the card and claiming the expense reimbursement** through Gryphons GO&PAY.

Expense Claims

Expenses can be claimed immediately when they are incurred rather than waiting for the end of a statement period, ensuring that travelers are not out of pocket. In cases of high dollar purchases, travelers can request a cash advance which can be applied to either a personal card or the TCard. The TCard credit limit can be set to a level to ensure coverage of a cardholder’s needs and does not impact personal credit scores or limits.

**Timeline**

There will be a transition period ending December 31, 2025 during which GL codes will still be accepted. As of January 1, 2025 reservations and charges can be made using only a credit card.

**Questions & Support**

For information or questions on suppliers or credit cards contact

Purchasing HelpDesk

purchasing.helpdesk@uoguelph.ca

For information or questions on expense reimbursement

Payment Services

ecs@uoguelph.ca.

**OneForm Launch and LVPO Generation Site Decommissioning**

As part of ongoing efforts to reduce redundancy and increase efficiency, Purchasing Services has launched OneForm, an electronic order form system for low value purchase orders, information can be found [here](https://uoguelphca.sharepoint.com/sites/StrategicProcurementServices-OneForm/).

Use of OneForm is not mandatory, we encourage all users to adapt it to purchasing processes as it has many advantages. The transition will include decommissioning of the LVPO auto generation for website found [here](https://www.uoguelph.ca/finance/departments-services/purchasing-services/lvpo-forms/welcome-university-guelph-low-value-purchase-order), the site will be shut down as of December 31, 2025.

In the event that OneForm can’t be incorporated into your processes there is a workaround. A fillable order form can be found here, end users will need to assign their own unique order numbers.

NOTE – When using OneForm the upper limit value has been increased to $10K per order. When using the fillable form, the upper limit value remains at $5K.

Questions can be directed to the Purchasing HelpDesk at purchasing.helpdesk@uoguelph.ca.