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# Example of Travel Administrator Job Description

Our company is searching for experienced candidates for the position of travel administrator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for travel administrator

* Deliver new cards to employees / cancel cards for terminated employees Link credit cards to employees in
* Serve as 1st Point of contact for customer service inquiries from employees (declined charges, limit increases
* Concur issues)
* Monitor delinquencies &
* Send communications (e-mails) to employees regarding delinquencies, late fees, personal charges and
* Unreconciled items
* On-going training and technical support for both users and finance administrator
* Ensure Cardholder signature/acceptance Purchasing Cardholder Agreement, signifying agreement with the terms of the Purchasing Card Program
* Check and approve travel expenses
* Answer queries and process orders from employees and line managers regarding travel expenses

## Qualifications for travel administrator

* Ability to write systemwide communications in a professional manner
* Ability to interpret complex state and federal tax reporting requirements associated with travel, hospitality and relocation
* Ability to interpret a wide variety of written rules and regulations, including knowledge of federal requirements for reporting relocation reimbursements or payments and delinquent travel advances
* Associates Degree or Related Certifications
* Ability to perform complex analysis and work independently while exercising good judgment and discretion
* Ability to adapt to and assist with organizational and situational changes