



## TEXAS TECH UNIVERSITY™

### Operating Policy and Procedure

#### **OP 79.03: Use of the State Travel Card**

**DATE:** April 21, 2020

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to set forth the procedures to be followed in applying for the state travel card and conditions under which the cards can be used and/or terminated.

**REVIEW:** This OP will be reviewed in November of odd-numbered years by the Manager of Travel and Payment Card Services with substantive revisions forwarded through the Chief Procurement Officer to the Vice President for Administration & Finance and Chief Financial Officer.

#### **POLICY/PROCEDURE**

The State Travel Management Program (STMP), CitiBank, and Texas Tech University (TTU) have provided the following guidelines for the state of Texas travel card issued by CitiBank.

##### **1. Application Process**

- a. Applications for the travel card may be downloaded from the Travel Services website <https://www.depts.ttu.edu/procurement/forms/> under the Travel header. Employees should complete the *Application for Individual Bill Travel Card* and the *Texas Tech University/Texas Tech University System State of Texas Travel Card Use Agreement* forms and obtain their supervisor's signature on the application. The forms should then be sent to Travel Services for processing.
- b. Upon receipt of the *Application for Individual Bill Travel Card*, online instructions for providing personal data will be emailed to the applicant. After submission of the online data, approval will be made by Travel Services and the application will be forwarded to CitiBank for additional approval.
- c. Applicants for the state travel card will be subject to a pre-approval credit check.

##### **2. Eligibility Requirements**

Any employee who expects to travel on official state business may apply for a state travel card.

##### **3. Conditions and the Appropriate Use of the Travel Card**

- a. The state travel card may be used only for official state business-related travel charges, such as airfare, rental cars, lodging, and meals. **Use for personal charges is prohibited.** Use of the card for charges other than official state business travel is a direct violation of the state's contract with CitiBank and the STMP ([Texas Administrative Code, Title 34, Part 1, Chapter](#)

[5, Subchapter C, Section 5.22](#)) and, therefore, is a misapplication of the state-issued card. **Misuse of the card may result in disciplinary action up to and including termination.**

- b. Employees are responsible for the payment of all charges made on their state travel card and are required to pay the account in full in a timely manner. Notifications will be sent to the cardholder and the cardholder's supervisor for any account delinquency over 30 days. If the account becomes 60 days delinquent, the state travel card will be permanently canceled and Citibank will assess a 2.5% delinquent charge, which the cardholder will be responsible for paying. TTU is not responsible for the cardholder's charges, regardless of the type of charge, nor will TTU be liable for nonpayment by the employee.
- c. The STMP has updated the Texas Administrative Code (TAC), [Section 20.413](#), to require a state travel card be used for all travel expenditures when using state appropriated funding (funds beginning with 11xxxx through 14xxxx). Refer to [OP 79.08, Reimbursement of Travel Expenses](#), for the TTU travel policy for all funding types, including state appropriated funds.
- d. Employees who obtain the state travel card will not be eligible to receive a travel advance for non-prepaid expenditures. Employees who have an active state travel card may receive travel advances for international travel or for prepaid travel expenses that will be billed prior to the travel return date.

#### **4. Cancellation of Travel Cards**

- a. CitiBank will suspend or cancel the use of the state travel card if the charges are not paid in a timely manner. If the card is suspended or canceled for misuse or nonpayment, the employee will not be eligible for travel advances.
- b. Upon termination of employment, the department has the specific obligation to reclaim the travel card, destroy it, and immediately notify Travel Services. Travel Services will then close the account. The terminated employee will still be responsible for any outstanding card balance.

#### **5. Retail Charges Limitation**

CitiBank is required by contract to limit the use of the travel card for retail purchases to \$200.00. Retail charges should be made only in connection with travel on state business.

#### **6. Right to Change Policy**

TTU reserves the right to interpret, change, modify, amend, or rescind this policy, in whole or in part, at any time without prior notice or the consent of employees.

[Attachment A: Texas Tech University/Texas Tech University System State of Texas Travel Card Use Agreement](#)

[Attachment B: Application for Individual Bill Travel Card](#)