



Operating Policy and Procedure

OP 79.03: Use of the State Travel Card

DATE: September 18, 2025

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

REVIEW: This OP will be reviewed every two years after publication by the Section Manager of Travel and Payment Card Services with substantive revisions forwarded through the Assistant Vice President and Chief Procurement Officer to the Senior Vice President for Administration & Finance and Chief Financial Officer.

POLICY/PROCEDURE

The Comptroller’s 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.

It is mandatory that all travel on appropriated funds (funds beginning with 11, 12, 13, and 14) is made using the Citibank card.

1. Application Process

- a. Applications for the travel card may be downloaded from the [Travel Services website](#) 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 at travelservices@ttu.edu.
- 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.

2. Eligibility Requirements

- a. Employees who expect to travel on official state business may apply for a state travel card. Applicants for the state travel card must be full-time, benefits-eligible faculty, staff, or employees. Interns, temporary workers, contractors, vendors, or non-paid students cannot apply for the card.
- b. Applicants for the state travel card will be subject to a pre-approval credit check by Citibank.

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 of the card 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 corrective action up to and including termination.**
- b. Employees are responsible for paying all charges made on their state travel card and must pay the account in full in a timely manner. Employees will be reimbursed for allowable travel expenses by submitting travel expense reports in Emburse Enterprise, formerly known as Chrome River. Employees are responsible for setting up an online account with Citibank and are encouraged to set up alerts and online communication tools. If the state travel card is suspected of fraudulent charges, the cardholder must contact Citibank immediately.
- c. The state travel card must be reconciled and paid 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.
- d. The Texas Administrative Code (TAC), [Section 20.413](#), requires a state travel card to be used for all work-related travel expenditures when using state-appropriated funding (funds beginning with 11, 12, 13, or 14 [Note: 13 funds do not allow travel]). Refer to [OP 79.01, Travel Authority for Texas Tech University Faculty, Staff, and Students](#), for the TTU travel policy for all funding types, including state-appropriated funds.
- e. Employees with an active state travel card may receive travel advances for international travel or prepaid travel expenses that will be billed before the travel return date. Employees who obtain the state travel card will not be eligible to receive a travel advance for non-prepaid expenditures.

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 until the card is paid in full.
- 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. 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. [Citibank policies](#) and [State of Texas travel requirements and policies](#) shall prevail over this Operating Policy.

Email travelservices@ttu.edu for assistance.

[Attachment A: Application Form for Individual Bill Card Travel and Texas Tech University / Texas Tech University System State of Texas Travel Card User Agreement](#)