

Texas Tech University

Request for Travel Advance Card (TAC) and Agreement Form (aka Travel Declining Balance Card)

Travel Advance cards are credit cards issued for a specific period of time with a specific dollar amount issued on the card according to the budget provided for group travel. These will be issued to one individual (the group sponsor) for the expenses required to perform travel.

- The department will need to complete this Request for a Travel Advance Card (TAC) with an explanation of travel, a list of R#s and/or names of individuals included in the group travel, and the dollar amount requested with a breakdown of how the amount will be used, to Travel Services travelservices@ttu.edu. A valid FOP (please make sure that your FOP has enough funds to cover the travel request) and the Organization Financial Manager will be required to approve the request.
- If you have a large group of students and two faculty/staff will be traveling also more than one card can be issued. This can be accomplished by splitting the group and designating a second sponsor. Charges for each group cannot be mixed for any reason.
- A completed travel voucher will need to be processed for your group travel along with the card request if some expenses will not be put on the TAC or if a cash advance will be needed. Any expenses posted to the TAC will not be included on the travel voucher.
- You will need to include Office of International Affairs (OIA) approval for any international travel allowing at least ten business days to review your request and have a card ready.
- Upon approval the card can be requested prior to the travel dates to use for the purchase of airfare, any advance hotel payments or other pre-paid expenses.
- Meals - it will need to be determined if the group will use the TAC for the purchase of meals or if there will be a daily allowable amount given for meals. If the card will be used for the purchase of any meals you will need to use the card for all meals. If the card is not an option for meal purchases you may request a cash advance on your travel application for the daily allowable amount.
- Food & Entertainment will be an allowable expense as long as the FOP that is being used allows for this expense. If you do have food & entertainment expenses please complete a Request for Food or Entertainment Expenditures and obtain the necessary signatures to submit with your required documentation.
- Make sure that you obtain all of the original, detailed itemized receipts (meals, airfare, hotel, train, etc.) for any charges placed on the TAC). Credit card slips do not constitute an itemized receipt.
- Reconciliation
 - CitiBank cycle dates are the 4th of the month through the 3rd of the following month. Travel Services will forward the CitiBank statement containing TAC charges for that period and a blank TAC Payment Form to the reconciler listed.

- Each TAC Cardholder/Reconciler will be required to process a TAC Payment Form within 14 days of receiving each month's statement. All itemized receipts and required forms will need to be turned in with the completed TAC Payment Form.
- TAC Payment Form is located at <http://www.depts.ttu.edu/procurement/forms/> and should include the following information:
 - TAC Card Name and Statement Date
 - Description of Expenses
 - C-FOAP and Amount
 - Preparer's Name
 - Approver's Signature (Financial Org Manager, Org Approver or Supervisor of Group Sponsor)
- If the travel spans two or more months we will need someone in the department to obtain copies of receipts or original receipts so that the charges are processed in a timely manner.
- During your trip if you run into problems, before contacting us, contact CitiBank (number on back of card). It may be something simple that they can fix by speaking with you. If they are not able to resolve your issues then contact travelservices@ttu.edu or 806-742-4517 and we will do everything necessary to resolve the issue as quickly as possible. Verification code for issued card will be provided when card is picked up.
- All State, Federal and University travel policies are to be followed.

I hereby acknowledge receipt of a Texas Tech University Travel Advance Card. As a cardholder, I agree to comply with the terms and conditions of this Agreement.

I acknowledge that I have read and understand the terms and conditions of this Agreement and the Travel Advance Card procedures. I understand that Texas Tech University is liable to CitiBank and MasterCard for all Texas Tech University charges.

I agree to use this card for Texas Tech University approved purchases only and agree not to charge personal purchases. I understand that Texas Tech University will audit the use of this card and report any discrepancies.

I further understand that improper use of the card may result in disciplinary action, which may include termination of employment. I agree to repay Texas Tech University any amounts owed by me even if I am no longer employed by Texas Tech University.

I understand that the card is property of Texas Tech University. I further understand that Texas Tech University may terminate my right to use this card at any time for any reason. I agree to return the card to Texas Tech University immediately upon request or upon termination of employment.

General Information

Explanation of Travel: _____

(Attach separate sheet _____

if needed) _____

List of Individuals: _____
(Attach separate sheet _____
if needed) _____

Dates of Card Usage _____
Chart-FOP _____
Amount to be loaded to card _____
Breakdown of how Funding _____
will be used _____

Cardholder:

Group Sponsor Name _____
Signature _____
Print Name _____
Date _____
Department _____
Reconciler _____

Organization Financial Manager Approval: (No State 11, 12, 13 & 14 funds will be allowed)

Signature _____
Print Name _____
Date _____