


OP 79.03

9.1 - Operating Policy and Procedure

Operating Policy and Procedure

DIRECTIONS

1. Help text for the fields may be initiated by clicking on the  icon in the top right corner of the heading.
2. All fields with an * are required. You will not be able to launch the proposal without completing required fields.
3. To review and approve an OP, Login with your eRaider and password; the Login link is at the top right of the page.
4. Once logged in, click on "My Tasks."
5. To review and edit the OP, click on the Edit button (indicated with a page icon that features a green pencil above it).
6. When the Edit Proposal option has been selected, each area of the OP will show up as a data field. You can click inside each field and begin editing the text. You can also track changes by selecting the User Tracking feature on the right side of the portal. "Show current" is the default setting; select "Show current with markup" will display what edits have been made, by whom, and when.
7. Once your edits are completed, or if you have no edits to make, click SAVE.
8. Once the edits are saved, click on the "Decisions" icon, indicated by the round icon with the checkmark inside. You may then "Approve" the revised OP. The system will ask for a PIN; the default is 1234 (a custom PIN may be requested by emailing Lindsay Hallowell at the Office of Operating Policies; see link below).
9. The newly revised OP will be posted online, and a record of the approval will be archived.
10. If the proposal requires further review, use the "Add Comment" option to list the required reviewer, and the system administrators will route the proposal accordingly.

Contact [Lindsay Hallowell](#) if you have any problems with the approval system.

Originator*

Operating Policy Review

OP Number* OP 79.03

OP Title* Use of the State Travel Card

Date* 11/7/17

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

Review Frequency* 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 **Managing Director Chief Procurement Officer** of Procurement Services to the Vice President for Administration& Finance and Chief Financial Officer.

Date Last Reviewed 11/13/13

Revision Type

Activity Log

Jennifer Adling

+ M

☐ Major Revision ☒ Moderate Revision ☐ Minor Revision ☐ Date Change Only

Policy/Procedure

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

<http://www.depts.ttu.edu/procurement/forms/documents/travel/procurement-travel-individual-bill-card-application.pdf>

<https://www.depts.ttu.edu/procurement/forms/> under the Travel header.

Employees should complete the **Application for Individual Bill Travel Card Application** 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 **Individual Application for Individual Bill Travel Card Application**, 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. **It is not Use for personal use charges are 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 **credit state travel** card **and are required to pay the account in full, it a timely manner**. **The university 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 cancelled and Citibank will assess a 2/5% 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 **the university TTU** be liable for nonpayment by the employee.

c. The State Travel Management Program (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. 98 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 **no longer not** be eligible to receive a travel advance **or a transportation request (TR) 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. **Cardholders may request a TR for international travel.**

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 cancelled 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**

<https://www.depts.ttu.edu/procurement/forms/documents/travel/Travel-Card-Use-Agreement.pdf>

Attachment B: **Application for Individual Bill Travel Card Application**

<https://www.depts.ttu.edu/procurement/forms/documents/travel/procurement-travel-individual-bill-card-application.pdf>