



Policies and Procedures

for the

The State of Texas Travel Card Program

Travel Card Policies and Procedures

Introduction

The purpose of the travel card program is to establish a more efficient, cost-effective method of disbursing travel funds to employees. Rather than issuing a check to a hotel, we will assign a travel card to the traveler for the estimated expenses. The travel card can be used with any travel-related merchant that accepts MasterCard as a form of payment. The travel-related merchants that have been preapproved include: hotels. Airline flights are purchased by the Business Office and will therefore not be included as an approved merchant.

If used to its potential, the travel card program will result in a significant reduction in the volume of checks.

General Information

These policies and procedures provide the general guidelines for using the travel card. Please read it carefully. Your signature on the *Cardholder Agreement* shows that you understand the intent of the program and agree to follow the established guidelines.

The following important points should be reviewed before using the travel card:

Your travel card is issued in the district name. All purchases made on the travel card must be only yours. You are responsible for the security of the travel card and the transactions made with it. If you do not follow these guidelines when using the travel card, you will receive disciplinary action, including termination.

- You can use the travel card at any vendor or service provider that accepts MasterCard and is not on the restricted vendor list. It may only be used for school related travel expenses.
- The travel card may only be used to pay for travel costs that have been preapproved by your supervisor on a travel authorization form.
- All detailed original receipts for purchases must be submitted within **5 days of each purchase**.
- The business office will reconcile the statement received from Citi-Bank to ensure all charges are accurate. The statement will be reconciled using your detailed original receipts, so it is critical that all receipts be submitted on a timely basis.
- The travel card is not intended to avoid or bypass appropriate travel or payment procedures as outlined in Board Policy CH or the Granbury ISD Fiscal Manual.

Duties and Responsibilities

Program Administrator – (Sharay Boynton, Executive Director of Finance)

The Program Administrator is designated to answer questions, address issues and oversee the administration of the program. The Program Administrator has a direct relationship with the Bank. All travel card requests must go through the Program Administrator.

Travel Specialist – (Kami Timmons)

The Travel Specialist will assist the Program Administrator in answering questions and ensuring compliance with fiscal guidelines. The Travel Specialist will assign the travel cards and load the estimated credit limit based on the approved travel authorization form. The Travel Specialist will also reconcile the monthly statements and contact cardholders, as necessary, to resolve discrepancies and/or disputed charges.

Cardholder - A cardholder is designated by the Budget Manager to utilize the travel card for travel related expenses. The cardholder is responsible for following the guidelines in regards to purchases, selection of vendors, security of the card and submission of receipts. **All detailed original receipts must be submitted within 5 days of the return from the trip with a Travel Settlement form.**

Budget Manager – (Principal/Administrator)

The Budget Manager is responsible for designating cardholders and for approving travel card receipts and Travel Settlement forms of cardholders to ensure they are within District policy. The Budget Manager will also assist in assigning cardholder spending limits and monitoring adherence to travel card regulations. The Budget Manager is responsible for retrieving travel cards in the event of termination or change in the employment status of a cardholder under their supervision.

Credit Rating & Liability

The program does not affect your credit rating in any way. The travel card program carries corporate, not individual liability.

Travel Card Controls & Procedures

Credit Limits

All travel cards have spending limits that are valid only for the days of travel. The limit will be based on the preapproved travel expenses on the travel authorization form. Each cardholder will be given information on the limits of his/her card upon signing for the travel card.

Restricted Vendors

The travel card program will be restricted for use with certain types of suppliers and merchants. If you present your travel card for payment to restricted vendors, the authorization request will be declined.

Issuance of Travel Card

Travel cards will be centrally distributed through the business office. When a new card is issued, the bank will send it to the Program Administrator for distribution to the cardholder. Cards will be released to cardholders after receipt of a signed cardholder agreement.

Travel Card Receipts

Always obtain a receipt when using the travel card. It is every cardholder's responsibility to ensure there is a original detailed receipt for each purchase. Detailed original receipts must be presented for purchases – **the credit card charge slip is not considered adequate documentation.**

These receipts will be each cardholder's documentation for the travel settlement form. After approval by the campus principal or administrator, the receipts should be forwarded to the Travel Specialist with the travel settlement form. All detailed original receipts will be reconciled with monthly statements and filed for audit purposes after the appropriate payments have been made to MasterCard. If a receipt is lost or stolen, the cardholder should obtain duplicate copies of the receipts. If unable to obtain a receipt, the charges may become the personal responsibility of the cardholder and due within 30 days of the purchase to the business office.

Lodging, Sales and Use Tax

The District is a tax-exempt entity and does not pay sales tax for school-related purchases. The cardholder should present a sales tax exemption form when making a school-related purchase.

State tax on lodging is not acceptable. The traveler must present a Hotel Occupancy Certificate to the hotel upon registration to avoid state taxes on lodging and parking at the hotel. We are not exempt from city lodging taxes.

If the cardholder fails to present a sales tax exemption form and/or hotel occupancy certificate at the time of registration and taxes are charged, the cardholder shall be personally liable for reimbursement of all taxes with the travel settlement form.

Returns, Credits, and Disputed Charges

Should a problem arise with a purchased item, every attempt should be made to first resolve the issue directly with the merchant. All returns must be reimbursed by credit to the account; cash refunds are prohibited. Credit slips should be submitted in accordance with district guidelines.

Security of the Travel card

The cardholder is responsible for the security of the card. Guard the travel card account number carefully. It should not be posted in a work area or left in a conspicuous place. It should be kept in a secure location.

Violations & Consequences

The only person authorized to use the travel card is the cardholder who is issued the travel card. The card is to be used for business purposes only. The card is not intended for personal use. Personal purchases will be considered misappropriation of District funds, a criminal offense, and will be reported to the proper authorities. **The card must not be used for other travelers, or non-employee (such as family) expenses.**

Inappropriate use of the card or failure to abide by the Travel Card Policies and Procedures will result in revocation of the card and appropriate disciplinary action, including termination of employment.

Lost or Stolen Cards

If a travel card is lost or stolen, immediately contact the Bank's Customer Service (Phone number on reverse side of Travel Card). After contacting the Bank, notify the Program Administrator. Prompt action can reduce the District's liability for fraudulent activity.

Examples of Acceptable Purchases

Hotel
charges

Examples of Unacceptable Purchases

Supplies
Meals
Gasoline
Services (Of any Type)
Computer Hardware or
Software
Capital Items – any single item with a per unit cost over \$500
Personal Items
Cash Advances
Alcoholic
Beverages

These examples are for illustration only. When in doubt, please contact the Program Administrator, Budget Manager or Travel Specialist for clarification.

GRANBURY I.S.D.

EMPLOYEE TRAVEL CARD AGREEMENT

I, _____, hereby request a Granbury ISD Travel Card. As a cardholder, I have read, understand and agree to comply with the Granbury ISD Travel Card Policies and Procedures. I fully understand that misuse or abuse of the card will result in revocation of the card and appropriate disciplinary action which may include termination of my employment. I also agree to attend training on the use of this card as prescribed by the card administrator.

_____ I agree to use this card for official approved school related travel expenses only.

_____ I agree that I will not use this card to pay for unauthorized travel expenses, such as:

- state hotel taxes for lodging within the state of Texas, or
- any other expense prohibited in the district's travel guidelines.

_____ I agree that I will not use this card to pay for personal expenses such as alcoholic beverages, expenses for family members, entertainment, or my personal travel expenses before or after the official travel dates.

_____ I agree to turn the card over to the card administrator upon return from my business travel.

_____ I agree to submit proper documentation (detailed original receipts) within 5 days after returning from my business travel.

_____ I agree that if the card is lost or stolen, I will immediately notify Citi-Bank and the Granbury ISD Program Administrator verbally and in writing.

Employee Signature

Campus/Department

Date

***Travel Expense Limit: \$ _____ Active Dates: _____**

Travel Card Administrator or
Travel Specialist

Date

Travel Card Number (last 4 digits): _____

***This amount does not include an additional amount for the hotel incidental reservation, if any.**

GRANBURY I.S.D.
BOARD MEMBER TRAVEL CARD AGREEMENT

I, _____, hereby request a Granbury ISD Travel Card. As a cardholder, I have read, understand and agree to comply with the Granbury ISD Travel Card Policies and Procedures.

1. I agree to use this card for official approved school board related travel expenses only. I fully understand that misuse or abuse of the card will result in revocation of the card.
2. Policy violations include, but are not limited to:
 - Personal use or non-district business purposes
 - Failure to turn the card over to the card administrator when appropriate
 - Failure to submit proper documentation (detailed original receipts) within 5 days of each purchase
 - Allowing the card to be used by someone else
3. I agree to return the card immediately upon request or upon return from the approved trip.
4. I agree that if the card is lost or stolen, I agree to immediately notify Citi-Bank and the Granbury ISD Program Administrator verbally and in writing.

Board Member Signature

Printed Name

Date

***Travel Expense Limit: \$ _____ Active Dates: _____**

Travel Card Administrator or
Travel Specialist

Date

Travel Card Number (last 4 digits): _____

*This amount does not include an additional amount for the hotel incidental charges, if any.