

TEXAS SOUTHERN UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Fiscal Affairs

NUMBER: 03.02.13

AREA: Procurement

SUBJECT: Departmental & Multi-User Travel Card

I. PURPOSE AND SCOPE

Departmental & Multi-user travel cards are provided to faculty and staff who travel on an infrequent basis for purchasing travel-related goods and services.

For this document, "travel" includes all use of a vehicle between duty points undertaken on behalf of the Texas Southern University - whether outside or within the Houston city limits. This document applies to all charges to the Departmental & multi-user travel card, whether state or local funds are utilized.

II. POLICY STATEMENT

Department & Multi-user travel cards are issued to departments approved by the vice president. Faculty and staff employees who request and qualify for such a card are permitted to use Department & Multi-user travel cards solely for allowable travel expenses related to official university travel. Non-travel expenditures are prohibited. All expenses must be reasonable and necessary for conducting university business and must benefit the university. Employees who misuse these cards are subject to reimbursing the university and disciplinary action up to and including dismissal.

III. DEFINITIONS

- A. Department Travel Card: A charge card issued to a university department for the purpose of making authorized travel related purchases on the university's behalf with local, grant or State funds. The Department Travel Card always remains within the department's business office and is used for travel charges that can be made from the office location. The university will issue payment for charges made with the Department Travel Card.
- B. Designated Headquarters: The geographic location in which an employee's place of business is located. In most cases, Houston is designated headquarters for Texas Southern University employees.
- C. Multi-user Travel Card: A charge card issued to a university department for the purpose of making authorized travel related purchases on the university's behalf with local funds only. A Multiple User Travel Card is issued to a traveler and used for travel charges during the business trip. Immediately upon the traveler's return, the

card must be returned to the business office or employee authorized to maintain the card. The university will issue payment for charges made with the Multiple User Travel Card.

- D. Official University Travel: Travel undertaken by Texas Southern University employees to conduct official university business or represent the university in an official capacity.
- E. Retail Charge: Any charge to a merchant classified as a “retail” establishment by the travel card vendor. Retail establishments include, among others: clothing, shoe, accessory and jewelry stores; books, music, toy and hobby stores; florists; stores for furniture, electronics and home improvement items; shops for consumables (candy, cosmetics, liquor, tobacco); department stores and discount houses; stationary and office supply stores; and some oil company outlets (gas stations) and public parking facilities.
- F. Travel Coordinator: Person designated by the university to receive and disseminate information relative to the state Travel Management Program for compliance with Texas Comptroller of Public Accounts (TCPA) rules for contracted travel services.
- G. Travel Voucher: The form used to document local and state-funded travel, request reimbursement for out-of-pocket expenses, and provide any additional approvals necessary.

IV. APPLICATION FOR THE DEPARTMENT & MULTI-USER TRAVEL CARD

- A. The department must first meet the following criteria:
 - 1. Traveler must be a benefits eligible faculty or staff.
 - 2. They must expect to take less than three (3) trips and spend at least five hundred dollars (\$500) in travel expenses during the fiscal year.
- B. The Department Head must take the following steps to complete the application process:
 - 1. Complete a Department & Multi-User Travel Card Application, including names of the potential travelers, business contact and Banner FOAP information. Card Application may be downloaded at the following address: <http://www.tsu.edu/pages/2575.asp>
 - 2. Obtain the signature of the Dean/Executive Director and appropriate Vice President.
 - 3. Submit the Application and Agreement to the University Travel Coordinator, who will forward the application to the bank for processing.
- C. After the application is approved by the bank, the following steps will be taken:

1. The Department & Multi-User Travel Card will be mailed to the University within two (2) weeks.
2. The Travel Coordinator will contact the Department Head to schedule a training sessions to provide instructions on how to use the card.
3. The Travel Coordinator will maintain the Application form records.

V. USE OF THE DEPARTMENT & MULTI-USER TRAVEL CARD

A. The Department & Multi-User Travel Card may be used to purchase the following travel-related services when using local funds only:

1. Airfare;
2. Rental car;
3. Hotel room;
4. Meals for the cardholder while traveling;
5. Gasoline for rental car(not personal car);
6. Registration fee for a conference or workshop;
7. Business meals;
8. Travel incidentals;
9. Other travel expenses permitted under MAPP 03.02.10 and MAPP 03.02.11, depending on the type of funds used to reimburse the expense.

B. The Department & Multi-User Travel Card may not be used for the following:

1. Expenses not related to official university travel;
2. Expenses which are not reimbursable under MAPP 03.02.10 and MAPP 03.02.11
3. Retail charges (see §III above for the definition of retail charge).
4. Charges in excess of the established limit of the Department & Multi-User Travel Card.
5. Cash advances (i.e. ATM withdrawals)

C. Payment of the Department & Multi-User Travel Card

The department & multi-user travel card's balance must be paid in full each month (less disputed charges) by the university. Disputed charges must be documented in accordance with the standards set by the bank that issued the card.

VI. REIMBRUSEMENT FOR TRAVEL EXPENDITURES

If occurred and the traveler uses their personal funds, the approved travel expenditures are reimbursed on a Travel Voucher in accordance with the requirements of MAPP 03.02.10 and 03.02.11.

VII. CANCELLATION OF THE DEPARTMENT & MULTI-USER TRAVEL CARD


A. The department & multi-user travel card may be cancelled for one of the following reasons:

1. The department no longer needs the card;
2. The department fails to comply with policies and procedures regarding the card;
3. The employee of the department fails to comply with policies and procedures regarding the card;
4. An employee is suspected of misusing the department & multi-user travel card;
5. A department & multi-user travel card is lost, stolen, or used by someone other than an employee of the department;
6. The card as not been used in more than twelve (12) months.

B. The procedure for cancelling a department & multi-user travel card is as follows:

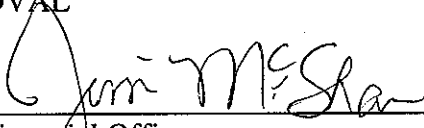
1. If the card is believed to be lost or stolen, the cardholder must immediately call the bank to cancel the card and notify the Travel Coordinator.
2. If a department head determines that they no longer need the card or they terminate employment with the university, the employee must notify the Travel Coordinator.
3. Cardholders who are believed to have misused their card (i.e. used it to purposely charge non-travel or personal expenses) will be subject to the following actions:
 - a. The Department & Multi-User Travel Card may be cancelled by the Travel Coordinator and/or the bank.
 - b. Deliberate misuse of the card may result in reimbursement to the university, additional disciplinary action, up to and including termination of employment.

VIII. REVIEW AND RESPONSIBILITY

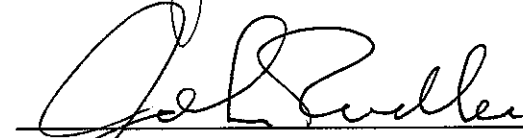
Responsible Party: Executive Director of Procurement Services 

Review: Every three years, on or before January 1

IX. APPROVAL



Chief Financial Officer



President

Date of President's Approval: 04/16/10

X. REFERENCES

- State of Texas Travel Rules and Regulations
- MAPP 03.02.10
- MAPP 03.02.11