

TEXAS SOUTHERN UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Fiscal Affairs

NUMBER: 03.02.15

AREA: Procurement

SUBJECT: Travel Card

I. PURPOSE AND SCOPE

The State of Texas contracts with a bank to issue travel cards to state agencies and universities that wish to use them. Texas Southern University uses travel cards that are billed to the university to increase the efficiency of the procurement process and reduce out-of-pocket reimbursements for travel-related purchases. Centrally Billed Travel Cards, which are issued in the name of the employee and the university is responsible, are addressed in MAPP 03.02.14. Department & Multi-user Travel Cards, which are issued in the name of the department and the university is responsible are addressed in MAPP 03.02.13. Individual Travel Cards, which are issued in the name of employee and the employee is responsible are addressed in MAPP 03.02.12.

This document assigns responsibilities and assists university personnel in the appropriate use and administration of travel cards.

II. POLICY STATEMENT

- A. The Travel Coordinator is responsible to provide training and guidelines to cardholders and administrators for the appropriate use and administration of travel cards. The Travel Coordinator also serves as the intermediary between the bank and cardholders/administrators by issuing/canceling travel cards and reporting disputed charges to the bank on the cardholder's behalf. Accounts Payable is responsible for processing payments to the bank.
- B. College/Division Administrators (CDAs) are responsible for overseeing the use and administration of travel cards within their college/division. Though College/Division Administrators may delegate certain administrative tasks to others within their college/division, known as Business Contact, the CDAs are responsible for ensuring that all tasks are completed accurately and timely.
- C. All College/Division Administrators, Business Contacts and cardholders must comply with the travel card guidelines issued by the Travel Coordinator, which are located on the TSU Finance website.
- D. The Travel Coordinator will notify the College/Division Administrator of any known or suspected instances of non-compliance with these guidelines. Depending on the number and severity of the non-compliance, the Travel Coordinator has the authority to

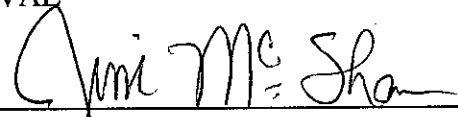
inactivate or cancel a travel card, and the cardholder might be subject to disciplinary action up to and including termination of employment and criminal charges.

III. REVIEW AND RESPONSIBILITY

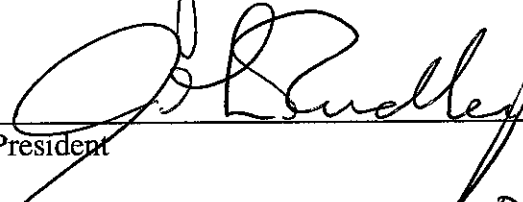
Responsible Party: Executive Director of Procurement Services 

Review: Every three years on or before January 1

IV. APPROVAL



Chief Financial Officer



President

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

V. REFERENCES

Travel Card Guidelines <http://www.tsu.edu/pages/2575.asp>