

I. POLICY STATEMENT

Individually billed travel cards are issued to those staff employees who request and qualify for such a card. Individually billed travel cards must be used solely for the cardholder's 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 may have their card cancelled and are subject to disciplinary action up to and including dismissal.

II. PURPOSE AND SCOPE

Individually billed travel cards are provided to Recruiters, Athletics personnel, Student Travel, Deans/Executive Directors, and higher who travel on a regular basis and 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 Individually billed travel card, whether state or local funds are utilized.

III. DEFINITIONS

1. Individually Billed Travel Card: Charge card contracted by the state to be used to charge university business-related travel expenses. Individually billed travel cards are issued in the name of the individual employee and the University is responsible for all charges.
2. 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.
3. Guidelines Manual: Guidelines that govern the centrally billed travel card are located in the Payment Card Manual:
<http://www.tsu.edu/about/administration/finance/procurement-services>
4. Official University Travel: Travel undertaken by Texas Southern University employees to conduct official university business or represent the university in an official capacity.
5. Payment Card Coordinator: Person designated by the university who is responsible for the day to day operations of the procurement and travel card.

6. Retail Charge: Any charge to a merchant classified as a “retail” establishment by the travel card vendor. Ex. office supply stores.
7. 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.
8. 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 . <http://www.tsu.edu/about/administration/finance/procurement-services>

IV. POLICY PROVISIONS

1. APPLICATION FOR AND ISSUANCE OF THE INDIVIDUALLY BILLED TRAVEL CARD

1.1 The applicant must meet the following criteria:

1.1.1 They must be a benefits-eligible faculty or staff.

1.1.2 They must expect to take at least three trips or spend at least \$1,000 in travel expenses during the fiscal year.

1.1.3 The faculty or staff member must be a Recruiter, Dean/Executive Director or higher, employed in the Athletics Department or involved with student travel.

1.2 The applicant must take the following steps to complete the application process:

1.2.1 Complete a Individually Billed Travel Card Application, including name, last 4 digits of social security number, business phone number, home phone number and signature etc. Card Applications may be downloaded at the following address:

<http://www.tsu.edu/about/administration/forms/procurement-services.php>

1.2.2 Read and sign the Payment Card Use Agreement located at <http://www.tsu.edu/about/administration/forms/procurement-services.php>

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- 1.2. 3 Submit the Application and Agreement to the university
Payment Card
Coordinator, who will forward the application to the bank for
processing,
- 1.3 After the application is approved by the bank, the following steps will be
taken:
- 1.3.1 The Individually billed travel card will be mailed to the University
within two (2) weeks.
- 1.3.2 The Payment Card Coordinator will contact the cardholder and
new Business Contact to schedule a training session to provide
instruction on how to use the card and use the bank system,
respectively.
- 1.3.3 The Payment Card Coordinator will maintain the Card Use
Agreement and Application records.
1. USE OF THE INDIVIDUALLY BILLED TRAVEL CARD
- 2.1 The individually billed travel card may be used to purchase the following
travel related services when using local funds only:
- 2.1.1 Airfare;
- 2.1.2 Rental car;
- 2.1.3 Hotel room;
- 2.1.4 Meals for the cardholder while traveling;
- 2.1.5 Gasoline for rental car (not personal car);
- 2.1.6 Registration fee for a conference or workshop;
- 2.1.7 Business meals;
- 2.1.8 Travel incidentals;
- 2.1.9 Other travel expenses permitted under MAPP 03.02.11 or 03.02.010,

depending on the type of funds used to reimburse the expense.

1.2 When using state funds, the individually billed travel card may be used to purchase only the following travel-related services:

2.2.1 Airfare;

2.2.2 Registration fee for a conference or workshop

2. 3 When using state or local funds, the individually billed travel card may not be used for the following:

2. 3.1 Expenses not related to official university travel;

2. 3.2 Expenses which are not reimbursable under MAPP 03.02.11 or 03.02.10;

2. 3.3 Retail charges (see the above definition of retail charges);

2. 3.4 Charges in excess of the established limit of the individually billed travel card;

2. 3.5 Cash advances (i.e., ATM withdrawals).

2.3 The individually billed travel card's balance must be paid in full each month by the university.

2.4 Exceptions:

Vice Presidents and higher have authority to purchase both travel and procurement card expenditures on their travel card. Use of local funds only are permitted with the card.

2. REIMBURSEMENT FOR TRAVEL EXPENDITURES

If occurred, travel expenditures paid for using personal funds are reimbursed on a Travel Voucher in accordance with the requirements of MAPP 03.02.10 and 03.02.11

3. CANCELLATION OF THE INDIVIDUALLY BILLED TRAVEL CARD

4.1 The individually billed travel card may be cancelled for one of the

following reasons:

- 4.1.1 An employee changes positions within the university and does not need the centrally billed travel card in the new position;
- 4.1.2 An employee terminates employment with the university;
- 4.1.3 The employee fails to comply with policies and procedures regarding the card;
- 4.1.4 An employee is suspected of misusing his/her individually billed travel card;
- 4.1.5 An individually billed travel card is lost, stolen, or used by someone other than the cardholder;
- 4.1.6 An employee no longer needs the card in their current position;
- 4.1.7 The card has not been used in more than 12 months.

as follows:

4.2 The procedure for canceling an individually billed travel card is

- 4.2.1 If the card is believed to be lost or stolen, the cardholder must immediately call the bank to cancel the card and notify the Payment Card Coordinator .
- 4.2.2 If a cardholder determines that they no longer need the card or terminates employment with the university, the employee must notify the Payment Card Coordinator .
- 4.2.3 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:

- 4.2.3.1 The employee's centrally billed travel card may be cancelled by the Payment Card Coordinator and/or the bank.
- 4.2.3.2 Deliberate misuse of the card may result in reimbursing the university and additional disciplinary action, up to and including termination of employment.