

TEXAS SOUTHERN UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Fiscal Affairs

NUMBER: 03.02.12

AREA: Procurement

SUBJECT: Individual Travel Card

I. PURPOSE AND SCOPE

Individual travel cards are provided to faculty and staff who travel on behalf of the university and purchase travel-related goods and services and who don't qualify to use the Centrally Billed Travel Card or the Department & Multi-user Travel Card.

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 Individual travel card, whether state or local funds are utilized.

II. POLICY STATEMENT

Individual travel cards are issued to those faculty and staff employees who request and qualify for such a card. Individual 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. Cardholders are also personally financially liable for paying their individual travel card in a timely manner.

III. DEFINITIONS

- A. Individual Travel Card: Charge card contracted by the state to be used to charge university business-related travel expenses. Individual travel cards are issued in the name of the individual employee and the University is responsible for all approved charges.
- 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. Official University Travel: Travel undertaken by Texas Southern University employees to conduct official university business or represent the university in an official capacity.
- D. Retail Charge: Any charge to a merchant classified as a "retail" establishment by the Individual travel card vendor. Retail establishments include, among others: clothing,

shoe, accessory and jewelry stores; book, 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.

- E. 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.
- F. 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 (MAPP 03.02.10).

IV. APPLICATION FOR AND ISSUANCE OF THE INDIVIDUAL TRAVEL CARD

- A. The applicant must meet the following criteria:
 - 1. They must be a benefits-eligible faculty or staff.
 - 2. They must expect to take at least three (3) trips or spend at least \$500 in travel expenses during the fiscal year.
- B. The applicant must take the following steps to complete the application process:
 - 1. Complete an Individual Card Application, including name, home address, social security number, date of birth, business phone number, home phone number and signature. Cardholders may not use Texas Southern University as the billing address. Card applications may be downloaded at the following address: <http://www.tsu.edu/pages/2575.asp>
 - 2. Read and sign the Individual Travel Card Use Agreement (Addendum A).
 - 3. Obtain the employee's supervisor's signature on the Card Use Agreement.
 - 4. Submit the application and agreement to the university Travel Coordinator, who will forward the application to the bank for processing.
- C. If the application is approved by the bank, the following steps will be taken:
 - 1. The Individual Travel Card will be mailed to the employee's home address within two (2) weeks.
 - 2. The employee will activate his/her card by following the instructions included with the card.
 - 3. If the card is not received within two (2) weeks, the employee should inform the Travel Coordinator, who will inform the card bank and request another card.
 - 4. The Travel Coordinator will maintain the Card Use Agreement records.

V. USE OF THE INDIVIDUAL TRAVEL CARD

- A. The Individual Travel Card may be used to purchase the following travel-related services:
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. Books, supplies or other materials needed while traveling;
 8. Business meals;
 9. Travel incidentals;
 10. Other travel expenses permitted under MAPP 03.02.10 and 03.02.11, depending on the type of funds used to reimburse the expense;
- B. The Individual Travel Card may not be used for the following:
1. Expenses not relation to official university travel;
 2. Expenses which are not reimbursable under MAPP 03.02.10 and 03.02.11;
 3. Retail charges in excess of the established limit, currently \$200 per billing cycle (see § III,D. for definition of retail charges)
 4. Charges in excess of the established limit of the Individual Travel Card;
 5. Cash advances (i.e. ATM withdrawals)
- C. Payment of the Individual Travel Card
The Individual travel card's balance must be paid in full each month (less disputed charges) by the cardholder. Disputed charges must be documented in accordance with the standards set by the bank that issued the card.
- D. Additional Insurance Coverage
The Individual travel card provides \$500,000 portal-to-portal (residence or business) travel insurance when airfare is charged to the traveler's individual travel card.

VI. REIMBURSEMENT FOR INDIVIDUAL TRAVEL CARD EXPENDITURES

- A. Individual travel card expenditures are reimbursed on a Travel Voucher in accordance with the requirements of MAPP 03.02.10 and 03.02.11.
- B. Late payment penalties and/or interest charges incurred by the cardholder will not be reimbursed by the university.

VII. CANCELLATION OF THE INDIVIDUAL TRAVEL CARD


- A. The Individual travel card may be cancelled for one of the following reasons:
1. An employee changes positions within the university and does not need the Individual Travel Card in the new position;

2. An employee terminates employment with the university;
3. An employee's corporate travel card account is more than sixty (60) days delinquent;
4. The employee fails to comply with policies and procedures regarding the card;
5. An employee is suspected of misusing his/her Individual travel card;
6. An Individual Travel Card is lost, stolen, or used by someone other than the cardholder;
7. An employee no longer needs the card in their current position;
8. The card has not been used in more than twelve (12) months.

C. The procedure for cancelling an Individual Travel Card is as follows:

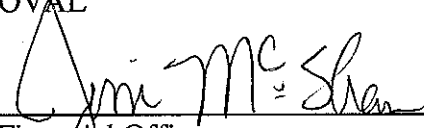
1. If the card is believed to be lost or stolen, the cardholder must immediately call the bank to cancel the card and request a replacement card, if needed.
2. If an employee determines that they no longer need the card or terminates employment with the university, the employee must call the bank to cancel the account and destroy the card.
3. Cardholders who are more than sixty (60) days delinquent in paying their corporate travel card or 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 employee's Individual Travel Card may be cancelled by the Travel Coordinator and/or the bank.
 - b. Deliberate misuse of the card may result in additional disciplinary action, up to and including termination of employment.

VIII. REVIEW AND RESPONSIBILITY

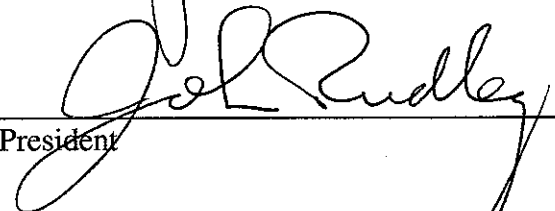
Responsible Party: Executive Director of Procurement Services 

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

**Addendum A
Texas Southern University Individual Travel Card Use Agreement**

I agree that use of the Individual Travel Card, referred to as "the Card" below will be governed by the following:

- I will be responsible for all charges resulting from use of the Card and understand that I am required to pay the account in full each month, less any disputed charges. Further, I understand that if my account goes 60 days delinquent, Texas Southern University or the bank may cancel the Card. Cancellation of the Card for any reason does not relieve me of the responsibility to pay all charges and delinquency assessments.
- I understand that Texas Southern University may request a copy of my Individual travel card statement and receipts to verify card usage at any time, with or without notice to me.
- I understand the Card is to be used for State of Texas business travel charges only and is not for personal use. Use of the Card for charges other than official state business is a direct violation of the State's contract with the bank and, therefore, a misapplication of the state-issued card. I further understand that my use of the Card is governed by university regulations (currently set forth in MAPP 03.02.12) and any subsequent amendments to said MAPP.
- I understand that any misuse of the Card may result in cancellation of the Card and may be subject to disciplinary action up to and including termination of employment. I understand that any misuse of the Card may also be reflected in my next scheduled performance review or be placed as a permanent notation in my personnel file with the Texas Southern University.
- I understand that this signed agreement becomes legally binding and will become part of my personnel file at the Texas Southern University.

I understand that the above-stated policies, regulations, and penalties for using a State of Texas Individual travel card and agree to abide by them.

--	--	--

--	--	--

This form must be submitted to the Texas Southern University Travel Coordinator, along with a completed Individual Travel Card Application, before an Individual Travel Card will be issued.