

**TEXAS SOUTHERN UNIVERSITY**  
**MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES**

**SECTION: Fiscal Affairs**

**NUMBER: 03.02.14**

**AREA: Procurement**

**SUBJECT: Centrally Billed Travel Cards**

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**I. PURPOSE AND SCOPE**

Centrally 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 Centrally billed travel card, whether state or local funds are utilized.

**II. POLICY STATEMENT**

Centrally billed travel cards are issued to those staff employees who request and qualify for such a card. Centrally 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.

**III. DEFINITIONS**

- A. Centrally Billed Travel Card: Charge card contracted by the state to be used to charge university business-related travel expenses. Centrally billed travel cards are issued in the name of the individual employee and the University is responsible for all 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 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 CENTRALLY BILLED 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.
  - 3. The faculty or staff member must be a Recruiter, Dean/Executive Director or Higher, work in the Athletics Department or be involved with student travel.
- B. The applicant must take the following steps to complete the application process:
  - 1. Complete a Centrally Billed Travel Card Application, including name, last four (4) digits of social security number, business phone number, home phone number and signature. Cardholders may use Texas Southern University as the billing address. Card Applications may be downloaded at the following address: <http://www.tsu.edu/pages/3573.asp>
  - 2. Read and sign the Centrally Billed 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. After the application is approved by the bank, the following steps will be taken:
  - 1. The centrally billed 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 session to provide instruction on how to use the card.
  - 3. The Travel Coordinator will maintain the card Use Agreement and Application records.

V. USE OF THE CENTRALLY BILLED TRAVEL CARD

- A. The centrally billed 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. Travels 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 centrally billed 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 3.02.10 and MAPP 03.02.11,;
  3. Retail charges as defined in § III,D. above;
  4. Charges in excess of the established limit of the centrally billed travel card;
  5. Cash advances (i.e. ATM withdrawals);
- C. Payment of the centrally billed travel card  
The centrally billed 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.
- D. Exceptions:
1. 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.

VI. 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.

VII. CANCELLATION OF THE CENTRALLY BILLED TRAVEL CARD


- A. The centrally billed travel card may be canceled for one of the following reasons:
1. An employee changes positions within the university and does not need the centrally billed travel card in the new position;
  2. An employee terminates employment with the university;
  3. The employee fails to comply with policies and procedures regarding the card;

4. An employee is suspected of misusing his/her centrally billed travel card;
5. A centrally billed travel card is lost, stolen, or used by someone other than the cardholder;
6. An employee no longer needs the card in their current position;
7. The card has not been used in more than twelve (12) months.

B. The procedure for canceling a centrally billed travel card is as follows:

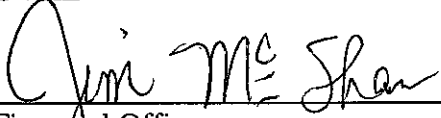
1. If the card is believed to be lost or stolen, the cardholder must immediately call the bank to cancel the card and request a replacement card, if needed;
2. If an employee determines they no longer need the card or terminates employment with the university, the employee must call the bank to cancel the account and destroy the card;
3. Cardholders who are 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 centrally billed travel card may be cancelled by the Travel Coordinator and/or the bank;
  - b. Deliberate misuse of the card may result in reimbursing the university and 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

  
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Chief Financial Officer

  
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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 Centrally Billed Travel Card Use Agreement**

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

- I understand the Card is to be used for State of Texas official travel only and is not for personal use. Use of the Card for charges other than official state travel business is a direct violation of the State's Contract with JPMorgan Chase. I must ensure that the Card will be used to purchase travel related expenditures that do not exceed the authorized single purchase limit; and that all purchases must comply with spending and vendor guidelines as established by my agency/organization
- Further, I understand that use by anyone other than the approved cardholder is strictly prohibited. I understand that any misuse will result in cancellation of the Card and will be subject to disciplinary action up to and including termination of employment.
- 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 03.02.14) and any subsequent amendments to said MAPP.
- 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 the program or division director, dean, vice president, president, and my direct supervisor will be notified in writing of any apparent misuse on my centrally billed travel card.
- 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 Centrally billed travel card and agree to abide by them.

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Printed Name and Title of Applicant	Signature of Applicant    Date
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Printed Name and Title of Supervisor	Signature of Supervisor    Date
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This form must be submitted to the Texas Southern University Travel Coordinator, along with a completed Centrally Billed Travel Card Application, before a Centrally billed Travel Card will be issued.