

I. POLICY STATEMENT

Department 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 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.

II. PURPOSE AND SCOPE

Departmental 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 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.

III. DEFINITIONS

1. 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.
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 Department 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. Example, 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 THE DEPARTMENT TRAVEL CARD

1.1 The department must meet the following criteria:

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

1.1.2 They must expect to take less than three trips or spend at least \$500 in travel expenses during the fiscal year.

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

1.2.1 Complete a Department Travel Card Application, including names of custodians and business contact, Banner FOAP information, etc. Card Applications may be downloaded at the following address:
[http://www.tsu.edu/about/administration/finance/procurement-](http://www.tsu.edu/about/administration/finance/procurement-services/)

[services/](http://www.tsu.edu/about/administration/finance/procurement-services/)

1.2.2 Obtain the appropriate approvals including Dean/Executive Director and appropriate Vice President.

1.2.3 Submit the Application to the university Payment card Coordinator, who will forward the application to the bank for processing.

taken:

1.3 After the application is approved by the bank, the following steps will be

1.3.1 The Department travel card will be mailed to the University within two weeks.

1.3.2 The Payment Card coordinator will contact the cardholder and new Business Contact to schedule a training session to provide instructions on how to use the card and use the bank system respectively.

1.3.3 The Payment Card Coordinator will maintain the Application form records.

2. USE OF THE DEPARTMENT TRAVEL CARD

2.1 The department 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 Lodging;

2.1.4 Registration fee for a conference or workshop;

2.1.5 Any other travel expenses (card must not leave the office)

2.2 When using state funds, the department 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 The department travel card's balance must be paid in full each month

3. REIMBURSEMENT 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

4. CANCELLATION OF THE DEPARTMENT TRAVEL CARD

IV.1 The department travel card may be cancelled for one of the following reasons:

4.1.1 The department no longer needs the card;

4.1.2 The department fails to comply with policies and procedures regarding the card;

4.1. An employee is suspected of misusing the department travel card;

4.1. A department travel card is lost, stolen, or used by someone other than the cardholder;

4.1. The card has not been used in more than 12 months.

4.2 The procedure for canceling a department travel card is as follows:

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:

- The department travel card may be cancelled by the Payment Card Coordinator and/or the bank.
- Deliberate misuse of the card may result in reimbursement to the university, additional disciplinary action, up to and including termination of employment.