

I. POLICY STATEMENT

The University Travel Card is a corporate-liability Master Card, meaning that it is directly billed to and paid for by the University. The Travel Card is integrated with the University’s online travel and expense management system and streamlines the expense reporting process. It also eliminates the need for cash advances and reduces the financial burden on the traveler.

II. 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. 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 Travel Cards, which are issued in the name of the department and the University is responsible, are addressed in MAPP 03.02.13.

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

III. POLICY PROVISIONS

1. Accounts Payable is responsible to provide training and guidelines to cardholders and administrators for the appropriate use and administration of travel cards. Accounts Payable also serves as the intermediary between the bank and cardholders/administrators by issuing/canceling travel cards, reporting disputed charges to the bank on the cardholder’s behalf and processing payments to the bank.
2. College/Division Business Administrators (CDBAs) 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 CDBAs are responsible for ensuring that all tasks are completed accurately and timely.
3. All College/Division Business Administrators , Business Contacts and cardholders must comply with the travel card guidelines issued by Accounts Payable, which are located on the Procurement Service webpage :
<http://www.tsu.edu/about/administration/finance/procurement-services/>
4. Accounts Payable will notify the College/Division Business Administrator of any known or suspected instances of non-compliance with these guidelines. Depending on the number and severity of the non-compliance, Accounts Payable 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.