

Travel Card

Original Implementation: October 27, 2014

Last Revision: None

The university travel card (t-card) is designed as a payment method for travel and travel related expenses. Approved university employees may use the t-card in accordance with the T-Card Program Guide and SFA Travel Guidelines to pay for travel related expenses not exceeding individual transaction and monthly limits. The travel supervisor and other employees of the travel office may incur charges that exceed transaction and monthly limits using a travel card if they have determined payment by t-card represents the best value to the university, all travel policies and guidelines have been followed and state and federal regulations have not been violated.

The terms and conditions of the MasterCard travel card contract were specified and awarded by the Texas Procurement and Support Services for the state of Texas. In addition to internal policies and procedures, Stephen F. Austin State University will comply with the terms and conditions of the state contract.

Responsibilities

T-Cards will be issued in the name of the employee with the SFA logo and the wording 'Official Use Only' clearly indicated on the card. The t-card is to be used for official university business purposes only and may not be used for ANY personal transactions. The cardholder is responsible and accountable for the security and documentation associated with the use of the SFA travel card and for complying with all policies and procedures related to the t-card program. Department heads are responsible for ensuring that all employees issued a card understand the departmental budget constraints under which they are to use the card. Documentation shall follow procedural requirements in the T-Card Program Guide.

The department head or his/her designee is responsible for: 1) designating departmental cardholders; 2) determining spending limits; 3) approving monthly reconciliations of t-card cardholder statements and 4) verifying charges and reviewing supporting documentation to ensure t-card charges are within SFA policies and procedures, and departmental budgets.

Card Use by Another Employee or Student

The only person authorized to use the t-card is the cardholder whose name appears on the card, unless the cardholder and department head have completed a T-Card Use form to allow other employees to use the card. The T-Card Program Guide provides detailed information regarding the use of the card by other employees or students.

Training and Issuing Cards

All department heads will be required to attend training and sign the Travel Cardholder Application/Approval Form before any cards will be issued to employees within the department. All employees will be required to attend training and sign a Cardholder Agreement before being issued a card. All cardholders will be required to comply with training requirements as outlined in the T-Card Program Guide.

Travel Card Documentation

The documentation identified in the T-Card Program Guide must be kept for three (3) years plus the current fiscal year to comply with the State of Texas Records Retention Schedule. These are the official university records. The records for t-card charges will be required for periodic audits by the travel office or audit services, or when SFA is audited by the Texas Procurement and Support Services Division of the State Comptroller's Office, the State Auditor, State Comptroller or SFA's department of audit services.

Card Termination

Certain t-card rule violations will result in immediate deactivation or cancellation of all of a cardholder's cards. The T-Card Program Guide lists violations and associated penalties.

Administrative Authority

The department head or supervising dean, vice president, or president has the authority to request that the travel office deactivate or cancel an employee's card at any time if fraud or misuse is suspected. Any card so deactivated or cancelled may be reactivated or new card issued only with approval by the position that originally requested the deactivation or cancellation. Audit services or general counsel's office has the authority to request that the travel office deactivate an employee's card while transactions are being researched or investigated, or an audit is being conducted. At the conclusion of the research, investigation or audit, the cards will be reactivated and/or appropriate action taken as specified herein and in the T-Card Program Guide.

Fees

A foreign transaction fee may be assessed by Citibank in addition to all charges assessed by the bankcard associations. These fees may be paid by the university if the foreign travel is approved in advance of the charge. Fees associated with inappropriate card use, such as cash advances and convenience checks, will be the responsibility of the person making the charge.

Cross Reference: T-Card Program Guide

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Controller

Forms: Cardholder Application/Approval Form, Cardholder T-Card Agreement, T-Card Use Form, Tax Exempt Letter, Hotel Tax Exempt Form, T-Card Dispute Form, T-Card Documentation/Problem Resolution Form, T-Card Exception Form

Board Committee Assignment: Finance and Audit