

STEPHEN F. AUSTIN  
STATE UNIVERSITY

Office of the General Counsel

**POLICY SUMMARY FORM**

**Policy Name:** Travel Card

**Policy Number:** 3.30

**Is this policy new, being reviewed/revised, or deleted?**    Review/Revise

**Date of last revision, if applicable:** 10/27/2014

**Unit(s) Responsible for Policy Implementation:** VPFA

**Purpose of Policy (what does it do):** Explains to campus community the general purpose of the Travel Card (T-Card).

**Reason for the addition, revision, or deletion (check all that apply):**

- ☒ Scheduled Review      ☐ Change in law      ☐ Response to audit finding  
☐ Internal Review      ☐ Other, please explain:

*Please complete the appropriate section:*

**Specific rationale for new policy:**

**Specific rationale for each substantive revision:** Original policy modeled after the P-Card policy. Revisions have been made to reflect processes specific to the T-Card. Also, since T-Card is the more common name of the Travel Card, adding parenthetical "(T-Card)" to the name of the policy will help when searching for information.

**Specific rationale for deletion of policy:**

*Additional Comments:*

Reviewers:

Dora Fuselier, Controller  
Danny Gallant, Vice President for Finance and Administration  
Damon Derrick, General Counsel

## Travel Card (*T-Card*)

**Original Implementation:** October 27, 2014

**Last Revision:** ~~None~~ October 23, 2017

The *Stephen F. Austin State University* ~~university~~ travel card (~~Tt-card~~ *Card*) is designed as a payment method for travel and travel related expenses. Approved university employees may use the ~~Tt-card~~ *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~~ *state* travel card contract ~~were~~ *are* specified and awarded by the Texas *Comptroller of Public Accounts* ~~Procurement and Support Services~~ for the state of Texas. In addition to internal policies and procedures, ~~Stephen F. Austin State University~~ *SFA* will comply with the terms and conditions of the state contract.

### Responsibilities

*The* T-Cards will be issued in the name of the *SFA* employee ~~with the SFA logo and the wording 'Official Use Only' clearly indicated on the card. The tT-card~~ *Card* is to be used for official university business ~~travel—purposes~~ only and may not be used for ~~ANY~~ *any* personal transactions. The cardholder is responsible and accountable for the security and documentation associated with the use of the ~~SFA travel card~~ *T-Card* and for complying with all policies and procedures related to the ~~tT-card~~ *Card* program. Department heads are responsible for ensuring that all employees issued a *T-Ceard* understand the departmental budget constraints under which they are to use the *T-Ceard and the individual transaction and monthly limits of the T-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 ~~tT-card~~ *Card* cardholder statements; and 4) verifying charges and reviewing supporting documentation to ensure ~~Tt-card~~ *Card* charges are within *SFA* policies and procedures, and departmental budgets.

### ~~T-Card~~ *Card* Use by Another Employee or Student

The only person authorized to use the ~~tT-card~~ *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 *Travel Card (T-Card) HCARDholder/Banner User 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 *and must be included as attachments when the expense reports are submitted.* ~~The receipts/records for T-card charges will be required for processing the payment periodic audits by the travel office or and for periodic audits.~~ ~~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~~ ~~the~~ cardholder's ~~T-Card(s)~~s. The T-Card Program Guide lists violations and associated penalties. *T-Cards will also be deactivated upon termination or transfer of the cardholder.*

## **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 *a* new card issued only with approval by the position that originally requested the deactivation or cancellation. Audit services ~~or~~ ~~and the~~ general counsel's office ~~haves~~ 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~~ *the credit card company* 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, Travel Guidelines*

**Responsible for Implementation:** Vice President for Finance and Administration

**Contact for Revision:** Controller

**Forms:** *Travel Cardholder Application/Approval Form, Travel Card (T-Card) Holder/Banner User Agreement, T-Card Use Form*

~~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