



## **Travel Card (T-Card)**

### **Purpose**

This policy establishes guidelines and requirements for the issuance and use of a travel card (T-Card) for Stephen F. Austin State University (SFA) business travel expenses.

### **Persons Affected**

All SFA employees who have been approved to use or oversee the use of a T-Card.

### **Definitions**

Travel Card (T-Card): a payment method for official university business travel and travel related expenses.

### **Policy**

The T-Card will be issued in the name of the SFA employee with the State seal and the wording 'For Official Use Only' clearly indicated on the card. Approved employees may use the T-Card in accordance with the T-Card Program Guide and Travel Guidelines to pay for travel related expenses.

The terms and conditions of the State travel card contract are specified and awarded by the Texas Comptroller of Public Accounts. In addition to internal policies and procedures, SFA will comply with the terms and conditions of the State contract.

The T-Card may not be used for any personal transactions.

### **Procedures**

#### **A. Responsibilities**

The cardholder is responsible and accountable for the security and documentation associated with the use of the T-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 T-Card understand the departmental budget constraints under which they are to use the T-Card 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 T-Card transactions; and
4. ensuring transactions and supporting documentation to ensure T-Card charges are within university policies and procedures, and departmental budgets.

#### B. T-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 on behalf of the cardholder. The T-Card Program Guide provides detailed information regarding the use of the card by other employees or students.

#### C. Training and Issuing Cards

All department heads will be required to attend training and approve the Travel Cardholder Application before any cards will be issued to employees within the department. All employees who are issued a T-Card will be required to attend training and sign a Travel Card (T-Card) Holder/Banner User Agreement before issuance. All cardholders will be required to comply with training requirements as outlined in the T-Card Program Guide.

#### D. Making a Purchase with the P-Card

Refer to the SFA T-Card Program Guide for detailed information related to making a purchase with the T-Card.

#### E. T-Card Documentation

The documentation identified in the T-Card Program Guide must be retained for the time retention period prescribed in 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 in the university Travel and Expense management tool. The receipts for T-Card charges will be required for processing the payment and for periodic audits.

#### F. Card Termination

T-Card rule violations may result in immediate deactivation or cancellation of the cardholder's T-Card(s). The SFA T-Card Program Guide identifies violations and related consequences that may result in immediate deactivation or immediate card cancellation with no option to ever receive another card.

#### G. Administrative Authority

The department head, financial manager 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 s deactivated or cancelled may be reactivated



or a new card issued only with approval. Audit services and the general counsel's office have 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 card will be reactivated and/or appropriate action taken as specified herein and in the T-Card Program Guide.

### **Related Statutes or Regulations, Rules, Policies, or Standards**

T-Card Program Guide  
Travel Guidelines

### **Responsible Executive**

Vice President for Finance and Administration

### **Forms**

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

### **Revision History**

September 1, 2023 (original)