

Travel Card (T-Card)

Original Implementation: October 27, 2014

Last Revision: April 20, 2021

Purpose

This policy establishes guidelines and requirements for the issuance and use of a travel card (T-Card) for university business travel expenses.

Definition

Travel Card (T-Card) provides a payment method for official university business travel and travel related expenses and may not be used for any personal transactions.

General

The T-Card will be issued in the name of the employee or officers of Stephen F. Austin State University with the state of Texas seal and the wording 'For Official Use Only' clearly indicated on the card. Approved university employees or officers of Stephen F. Austin State University 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 for the state of Texas. In addition to internal policies and procedures, SFA will comply with the terms and conditions of the state contract.

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 or officers 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 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.

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.

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 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.

Travel Card Documentation

The documentation identified in the T-Card Program Guide must be kept 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. The receipts for T-Card charges will be required for processing the payment and for periodic audits.

Card Termination

T-Card rule violations may result in immediate deactivation or cancellation of the cardholder's T-Card(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 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.

Fees

A foreign transaction fee may be assessed by 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

Board Committee Assignment: Finance and Audit