



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 79.11, Use of State Travel Credit Card

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to outline the procedures to be followed in applying for the State travel card, conditions under which it can be used and procedures to follow in notifying individuals and departments of failure to make timely payment, cancellation and inappropriate use.

REVIEW: This HSCEP OP will be reviewed on December 1 of each odd-numbered year (ONY) by the director of Procurement Services, with recommendations for revisions submitted to the chief financial officer or designee by December 15.

POLICY/PROCEDURE:

Pursuant to the contract providing a travel card for employees of the State of Texas, Citibank and the Comptroller of Public Accounts Texas Procurement and Support Services (TPASS) have provided general guidelines for eligibility for, and use of, the State of Texas travel card issued by Citibank. TTUHSC El Paso established the following procedures and guidelines for making application for, and use of, the travel card:

I. Application Process.

Applications for the travel card will be processed online according to the instructions outlined at <https://elpaso.ttuhscc.edu/fiscal/businessaffairs/paymentservices/Policies.aspx>. Upon receiving the completed **Travel Card Use Agreement Form** (Attachment A) which requires supervisory approval, the application will be forwarded by the program administrator to Citibank.

II. Eligibility Requirements for the State Travel Credit Card.

Any employee who is expected to travel on official State business using State grant funds **must** apply for a State travel card.

III. Conditions of and the Appropriate Use of the State Travel Card.

The card may be used for State of Texas business-related travel charges only **and is not for personal use**. Use of the card for charges other than official State business travel is a direct violation of the State's contract with Citibank, Ethics Commission Advisory Opinion No. 147, and the State Travel Management Program [34 TAC §20.308 and therefore, a misapplication of the state-issued card. **Misuse of the card may result in disciplinary action up to, and including, termination.**

Upon receipt of the card, the employee is ineligible for travel advances or the Business Travel Account (BTA). However, employees who have an active State travel card may receive travel advances for prepaid travel expenses that will be billed prior to the travel return date.

The employee to whom the card is issued is responsible for all charges resulting from use of the card. The Texas Administrative Code (TAC) Title 34 §20.308 (d)(3) states individuals who are issued State travel cards understand that payment of charges on State travel credit cards is the sole responsibility of the individual and that the State shall not be responsible for the charges or for nonpayment by the employee. Citibank will suspend or cancel the use of the card if the

incurred charges are not paid in a timely manner. If the card is suspended or canceled for misuse or nonpayment, the employee will not be eligible for travel advances, or the use of the corporate BTA credit card.

IV. Reports.

Periodic reports indicating employees who are delinquent in paying their accounts, as well as employees whose charges indicate apparent misuse of the card, are available to TTUHSC El Paso and TPASS.

V. Notification of Delinquency in Payment or Misuse of Travel Cards.

- A. Employees who are reported as 60 days delinquent in payment to Citibank will be notified by the Travel Office of their status and reminded they are solely responsible for the payment of such charges on the card. The employee is responsible for contacting Citibank to arrange payment to prevent future actions. Citibank will suspend the cards of employees who are reported as 90 days delinquent. TTUHSC El Paso Travel Office will notify the employee along with their immediate supervisor of the delinquency and the need to take immediate action to prevent termination of the card by Citibank.
- B. Employees whose charges indicate misuse of the travel card will be notified. The notification will include the identified misuse and a reminder that the State travel card is to only be used for expenses incurred for official State business. Any use/charge not related to official business is a violation of the State of Texas contract with Citibank and will need to be paid in full immediately. A second reported misuse of the card will result in the card being closed by TTUHSC El Paso Travel Office. Both the employee and their supervisor will be notified of the closing of the card.
- C. Travel cards suspended or closed by Citibank or the TTUHSC El Paso Travel Office due to delinquency or misuse will result in the employee no longer being eligible for travel advances or the use of the corporate BTA credit card.

VI. Cancellation of Travel Cards.

When a cardholder terminates employment with TTUHSC El Paso, the department has the specific obligation to reclaim the travel card, destroy it and notify the program administrator immediately. Citibank will be notified of the employee's termination in order that the State travel card can be promptly cancelled.

VII. Retail Charges Limitation.

Be aware while traveling that Citibank is required by contract to limit retail purchases using the travel card to \$200.00. Retail charges should only be made in connection with travel on State business.

VIII. Right to Change Policy.

TTUHSC El Paso reserves the right to interpret, change, modify, amend or rescind this policy in whole, or in part, at any time without prior notice or the consent of employees.