

## Travel Card – All Fund Types Guideline

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### I. Title

Travel Card – All Fund Types

### II. Objective

This Guideline provides information for obtaining and using a Travel Card for a university employee traveling on University Business, disputing Travel Card transactions, changes in cardholder status, e.g. termination or transferring to a new department, and reporting the loss or theft of a Travel Card.

The Travel Card can only be used while traveling on official University business. When using non-educational and General Appropriated funds, the only allowable charges are for conference registrations, lodgings, meals, car rentals, and miscellaneous business expenses.

When using state appropriated funds, only lodging and car rental charges are allowable.

### III. Scope

The Travel Card program is authorized by the State of Texas Comptroller's Statewide Procurement Division through a contract with Citibank. UTA Travel Cards are Citibank MasterCard. The Travel Card program is designed to significantly reduce the amount of personal funds used by the traveler for official business travel, costs associated with the requirement to obtain cash advance and

process expense reports for University travel. The guidelines for using the Travel Card and maintaining the required documentation must be strictly adhered to.

#### **IV. Guidelines**

##### **A. Application and Issuance Process**

The Travel Card works much like a personal credit card, though it is not connected to the cardholder's personal credit. Having a travel card is a privilege based on trust vested by the University upon the cardholder. Travel cards are only issued to employees of the University. The employee whose name is on the travel card has the sole responsibility for control and use of the card and must acknowledge that they understand and accept all responsibility as set forth in the Card Holder Agreement and will adhere to all applicable procedures.

Current employees, who travel for official university business are eligible to apply for a Travel Card, which will be issued in their name.

An employee requesting their first Travel Card must complete the *Travel Card Application Form* in [SharePoint](#). The completed form will route to the Department Account Administrator for approval electronically. The approved application will automatically transfer to Payment Card Services in the Office of Disbursements. Upon receipt of the approved application, Payment Card Services will forward the necessary information to Citibank for processing.

Citibank will send the Travel Card to Payment Card Services. This process normally takes approximately 5-7 days. Each Travel Card issued will bear applicant's name and be embossed with the State of Texas emblem and the wording "For Official Travel Use Only" and "Commercial". Once Payment Card Services receives the Travel Card, the applicant will receive a Cardholder Agreement through Adobe Sign. The applicant must electronically sign the Cardholder Agreement before Disbursements will release the new card.

The cardholder will be responsible for activating the card.

Only the person to whom a Travel Card is issued may use the card. Persons receiving Travel Cards may not share the card.

##### **B. Training**

###### **1. New Cardholders**

Knowledge Services presents “How to Travel for the University” to familiarize cardholders with all Travel Guidelines and the Travel Card Program. Please visit the following website for dates and registration. See <https://webapp.uta.edu/oci-training/>

## 2. Existing Cardholders

Departments may schedule with Payment Card Services a refresher course for cardholders determined to need reinforcement of this Guideline and other Travel Guidelines.

## C. Travel Card Expense Limits

### 1. Travel Cards

Travel Cards have a base monthly limit of \$1,500 up to \$10,000. The limit must be requested on *Travel Card Application Form* in SharePoint. Payment Card Services evaluates cardholder spending each year and may adjust credit limits based on historical travel. The cardholder and their department head will receive notifications of any changes made.

If a cardholder believes the frequency of their travel requires a higher monthly limit than the maximum above, they must submit an exception request providing a business justification for the increase through the Business Affairs Exception Tracker. The cardholder must submit this request thirty (30) calendar days prior to the date on which they wish the new limit to take effect. The subject for this request must be "Travel Card Spend Limit."

## D. Missing Receipt/Invoice/Credit Memo

1. If an expense is missing one or more receipt(s) or invoice(s) to validate the reimbursement, the cardholder must complete UTA Form [BF-PGS-16](#), Lost or Unavailable Receipt Form. This form will document the details of what was purchased or returned, and why the original documentation is not available.
2. The person seeking reimbursement must certify by signing the form before the Budget Administrator/Principal Investigator approves.
3. Habitual use of this form could result in future expenses not being reimbursed.

Note: **This form will be used in lieu of submitting an Exception to this Travel Guideline.**

**E. Applicable University Travel Guidelines**

All travel expenses applied to the Travel Card must adhere to the University's Travel Guidelines listed below:

DIS-T-GL2 Pre-Travel Requirements – All Fund Types

DIS-T-GL3 Contiguous United States Travel – Local Funds Only

DIS-T-GL4 Outside Contiguous United States Travel – All Fund Types

DIS-T-GL5 Travel Using State Appropriated Funds

DIS-T-GL6 Travel Agencies and Concur – All Fund Types

DIS-T-GL7 Transportation Options in Travel Status – All Fund Types

DIS-T-GL9 Student Group & Organization Travel – Local Funds Only

DIS-T-GL10 UTA Athletics & Campus Recreation Team Travel & Expense

DIS-T-GL11 Travel Reimbursement – Timelines & Receipting – All Fund Types

**F. Submission Timelines and Expense Processing**

**1. Internal Control**

Proper internal control procedures require that an individual not approve disbursements of funds to themselves. An individual receiving reimbursement or payment may not approve their own expense report. Individuals receiving reimbursement or payment will forward the online approval form to their supervisor for approval.

**2. Expense Report**

- a. Citibank will provide daily data feed of new transactions which will be made available in UT Share in My Wallet. These data feeds will be sent to the cardholder by Payment Card Services Tuesday-Friday of each week excluding University declared holidays.

- b. My Wallet – Please see Knowledge Services Job Aid for complete information.

All receipts for all expenses charged to the University Travel Card are to be digitized and attached to the Expense Report along with other required documentation prior to submitting the Expense Report.

### 3. Timelines

#### a. Between Travel End Date and 30 Calendar Days

Expense Reports must be created and processed through UT Share workflow to Disbursements.

#### b. Between 30 and 60 Calendar Days

All issues with travel Expense Reports must be resolved by the submitting department and the 'error free' Expense Report must be submitted and ready for processing by Disbursements.

#### c. Beyond 60 Calendar Days

All UT Share travel Expense Reports must be 'error free' and fully processed by the employing department and routed completely through UT Share workflow by the 60<sup>th</sup> calendar day after trip end. Travel Expense Reports processed on the 61<sup>st</sup> calendar day after trip ends, or later, or that are not 'error free' by the 60<sup>th</sup> calendar day, are taxable to the traveler (income and employment taxes) and the employing department.

**Note:** Cardholders whose Expense Reports are not processed within 120 days after the last day of travel will have their Travel Card terminated and will not be able to request a cash advance.

### G. Reporting a Lost or Stolen Card & Fraudulent Charges

1. The University will assume responsibility for any charges made with the Travel Card before being reported lost, stolen, or fraudulent charges discovered by the cardholder or by Citibank.
2. If a Travel Card is lost or stolen, or fraudulent charges have been made against the card, the cardholder must take the following actions immediately:

- a. Notify the UTA Police Department at 817-272-3381 to have a police report filed.
  - b. Notify Citibank at 800-248-4553. Representatives are available 24 hours a day, 7 days a week. Citibank will immediately suspend the Travel card and issue a new one.
  - c. Notify the department head and Payment Card Services.
3. All cards that have been reported lost, stolen, or had fraudulent charges made/attempted, will require the issuance of a new Travel Card. New cards are sent to Payment Card Services who will notify the cardholder when the new card is available for pick-up.

## H. Disputing a Transaction

Any charge that appears on the monthly statement may be disputed if it is in error.

1. If there is a charge that is not recognized, or appears to be incorrect, the cardholder will first contact the vendor to try to resolve the dispute.
2. If the cardholder cannot resolve the issue with the vendor, the cardholder will contact Citibank Customer Service at 800-248-4553.
3. If the dispute cannot be resolved, the cardholder must request Citibank to send a *Dispute Resolution Form*. This usually is sent through email in a password protected PDF file, that must be completed and sent back to CitiBank.
4. Disputes must be processed within sixty (60) days of the statement date on which the transaction posted, even if the merchant is working on resolving the dispute.

**Note:** It is strongly recommended that cardholders use the CitiManager application to view all ProCard transactions and be able to react timely to potentially disputable or fraudulent charges that may occur. See CitiManager Job Aid.

## I. Cardholder Termination or Transfer to Another University Department

1. When a cardholder terminates employment with the University, the department head or equivalent must reclaim the Travel Card from the employee and notify Payment Card Services prior to the employee's termination date. **Failure to notify Payment Card**

**Services promptly may result in revocation of all departmental Travel Card privileges.**

2. When a cardholder transfers from one university department to another, the Travel Card will be cancelled. The department head or equivalent of the department that the from which the employee transfers must notify Payment Card Services prior to the cardholder's transfer to initiate the cancellation of the Travel Card. To take the appropriate actions for the employee to receive a new Travel Card for the new department, please see [Section IV.A](#) of this Guideline.
3. Payment Card Services will receive a copy of the Employee Clearance Form by email when employees terminate employment or change departments.

**J. Exceptions to This Travel Guideline**

There may be occasions when travelers need to request an exception to this Travel Guideline. Exceptions must be obtained prior to the start of travel, documented in writing and final approved by the Associate Vice President for Business Affairs and Controller, or designee. The request must be submitted using the Business Affairs Exception Tracker Request located in [UTA SharePoint](#). Each request must include detailed justification for the exception and the benefit to the University if the exception is granted. Documentation of the request and its' disposition will be maintained in the Business Affairs online exception file. In every case the account administrator is responsible for ensuring that all travel and charges are appropriate, comply with the source of funds, and support the mission of the University.

Note: The circumstances of the request will be taken under consideration. Any exception ultimately granted does NOT alter this Guideline, or any of the Travel Guidelines, and should not be construed as precedent for allowing repeated exceptions to existing Travel Guidelines.

**V. Definitions**

**My Wallet:** The mechanism in UT Share that allows for outside charge card transactions to be made available, and to be processed by UT Share Expense Report.

**UT Share:** The financial management system used at UTA.

**VI. Relevant Federal and State Statutes**

Texas Administrative Code, Title 34 Public Finance, Part 1 Comptroller of Public Accounts, Chapter 5 Funds Management (Fiscal Affairs), Subchapter C Claims Processing – Travel Vouchers, [Section 5.22 State of Texas Travel Guidance](#)

Texas General Appropriations Act, [Article IX, Part 5](#)

Texas Government Code, Title 6 Public Officers & Employees, Subtitle B State Officers & Employees, [Chapter 660 Travel Expenses](#)

## **VII. Relevant UT System Policies, UTA Travel Guidelines and Forms**

UTA Travel Guideline DIS-T-GL2 *Pre-Travel Requirements – All Fund Types*

UTA Travel Guideline DIS-T-GL3 *Contiguous United States Travel – Local Funds Only*

UTA Travel Guideline DIS-T-GL4 *Outside Contiguous United States Travel – All Fund Types*

UTA Travel Guideline DIS-T-GL5 *Travel Using State Appropriated Funds*

UTA Travel Guideline DIS-T-GL6 *Travel Agencies and Concur – All Fund Types*

UTA Travel Guideline DIS-D-GL7 *Transportation Options in Travel Status – All Fund Types*

UTA Travel Guideline DIS-T-GL8 *Non-Employee Travel – Local Funds Only*

UTA Travel Guideline DIS-T-GL9 *Student Group & Organization Travel – Local Funds Only*

UTA Travel Guideline DIS-T-GL10 *UTA Athletic & Campus Recreation Team Travel & Expense*

UTA Travel Guideline DIS-T-GL-11 *Travel Reimbursement – Timelines & Receipting – All Fund Types*

UTA Form [BF-T-F-16](#) *Lost or Unavailable Receipt Form*

UT System Rules and Regulations of the Board of Regents [Rule 20801](#) *Travel*

## **VIII. Who Should Know**

All Employees who use the University Travel Card

## **IX. UTA Office(s) Responsible for Travel Guideline**

**Responsible Officer:** Chief Financial Officer & Vice President



**Sponsoring Department:** Office of Disbursements

**X. Dates Approved or Amended**

November 4, 2021

April 19, 2022

April 1, 2024

**XI. Contact Information**

Questions regarding this Travel Guideline should be directed to Payment Card Services at 817-272-2194, email [paymentcard@uta.edu](mailto:paymentcard@uta.edu)

Send notifications of errors or changes to: [paymentcard@uta.edu](mailto:paymentcard@uta.edu)