



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## Operating Policy and Procedure

### HSC OP: 79.11, Use of State Travel Card

**PURPOSE:** The purpose of this Health Sciences Center Operating Policy and Procedure (HSC 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 HSC OP will be reviewed on December 1 of each odd-numbered year (ONY) by the Director of Business Services, with recommendations for revisions forwarded to the Executive Vice President for Finance and Administration by December 15.

### POLICY/PROCEDURE:

Pursuant to the contract providing a travel card for employees of the State of Texas, JP Morgan Chase Bank and the Texas Procurement and Support Services (TPASS) have provided general guidelines for eligibility for, and use of, the State of Texas Travel Card issued by JP Morgan Chase Bank. Texas Tech University Health Sciences Center (TTUHSC) established the following procedures and guidelines for making application for, and use of, the travel card:

- 1. Application Process.** Applications for the travel card are available at <http://fiscal.ttuhscc.edu/busserv/travel/forms.aspx>. Employees should complete the **Application Form** (Attachment B), complete the **Card Use Agreement Form** (Attachment A) with approval signature of the supervisor, and return the forms to the Business Services Office in Lubbock, Suite 2C174.
- 2. Eligibility Requirements.** In accordance with Texas Administrative Code (TAC) Title 34 §20.308(b) "any entity eligible to use contract travel services is also eligible to obtain state travel credit cards." TAC Title 34 §20.308(c) states that "state agency employees should be issued a state travel card when the employee is expected to take at least three trips or spend at least \$500 per fiscal year for official state travel business. State agencies may, at their discretion, approve the issuance of the cards to any employee."
- 3. Conditions of and the Appropriate Use of the 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 JP Morgan Chase Bank, Ethics Commission Advisory Opinion No. 147, and the State Travel Management Program's rule [TPASS] 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 (except as noted in HSC OP 79.05). The employee to whom the Card is issued is responsible for all charges resulting from use of the Card. JP Morgan Chase Bank 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 Business Travel Account (BTA).
- 4. 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.
- 5. Cancellation of Travel Cards.** A card of a terminating employee must be turned in to the HSC Business Services Office (Suite 2C174) at the time the employee completes the checkout process. Faculty and staff in the Regional Centers or Health Care Systems should send their

cards to the HSC Business Services Office in Lubbock (Suite 2C174). JP Morgan Chase Bank will be notified of the employee's termination in order that the state travel card can be promptly cancelled.

6. **Retail Charges Limitation.** JP Morgan Chase Bank 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.
7. **Right to Change Policy.** TTUHSC 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.