



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 79.11, Use of State Travel Credit 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 Managing Director of Procurement Services, with recommendations for revisions forwarded to the Executive Vice President for Finance and Operations.

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. 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 will be processed online according to the instructions outlined on the [Citibank Travel Card- Application Procedures](#) document. 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.

2. Eligibility Requirements for the State Travel Credit Card.

Any employee who is expected to travel on official state business is eligible to and should apply for a State Travel Card.

Employees who anticipate using state appropriate funds for reimbursement during official state travel must apply for a State Travel Card.

The complete application process, including submission, evaluation, and either issuance or denial of the card, is estimated to take between 7 to 10 business days. It is essential for employees to allow sufficient time for this process in order to be eligible for the utilization of state funds for travel purposes.

3. 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 cash advances and the use of the Business Travel Account (BTA). However, employees who have an active state travel card may receive advances for prepaid travel expenses that will be billed prior to the travel return date (see [HSC OP 79.05](#)).

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 §20.413 (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.

4. **Reports.**

Reports provided by Citibank indicating employees who are delinquent in paying their Travel Card account, as well as employees whose charges indicate apparent misuse of the Travel Card are monitored by the TTUHSC Travel Office on a monthly basis.

5. **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 Travel 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 the reminder 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's contract with Citibank. A second reported misuse of the card will result in the card being closed by the TTUHSC Travel Office and 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 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

6. **Cancellation of Travel Cards.**

When a cardholder terminates employment with the Health Sciences Center, the department has the specific obligation to reclaim the travel card, destroy it and must notify the Travel Office immediately. Citibank will be notified of the employee's termination in order that the state travel card can be promptly cancelled.

7. **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.

8. **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.