

TRAVEL CARD PROCEDURES

The Travel Card is a type of P-Card that can be issued to University departments for the purpose of making authorized travel-related purchases on the University's behalf.

Travel Cards do not "travel" with individual cardholders. The card is meant to be kept in the office and pay for certain travel-related expenses in advance. When using the travel card, all Travel Policy and Procedures should be followed.

Things you should know about Travel Cards:

- Travel Cards must follow P-Card procedures (except where travel-related expenses are prohibited). This includes statement reconciliations and administrative reviews.
- The Travel Card may be used to pay for the following travel-related expenditures in advance of travel:
 - Airfare (Delta, Southwest, Expedia, Travelocity, etc.)
 - Travel Agencies (including agency airfare)
 - Hotel
 - Shuttle Service (Airport Shuttle, for example)
 - Bus Service

Note: The Travel Card cannot be used to pay for workshop registrations. Departments may use their P-Cards, or employees may use their personal credit card and request reimbursement through the travel authorization process.

- **All hotel charges on a Travel Card MUST be University travel-related business expenses**
- When using a Travel Card, you are authorizing a "third-party payment"
- Most hotels will fax a single page document to the Cardholder asking for information to be filled in before accepting third-party payment.
- Please indicate to the hotel that the rooms should be paid for in advance of the travel.
- **DO NOT** send a copy of the Travel Card or your driver's license to the hotel if it is requested. If they require this in order to accept a third-party payment, you **MAY NOT** use the Travel Card. Instead, the hotel rooms will need to be paid for using an All-card or a personal credit card.

- Please advise your travelers that even if their hotel room charges are being paid for via the Travel Card, they will still need to present a personal credit card when they check in to the hotel to cover any incidental expenses. If the incidental expenses are University travel-related business expenses, travelers will be reimbursed through the Travel Authorization form process.
- If a department wishes to rent a hotel to host a conference, the appropriate payment process is to submit a requisition to Purchasing Services using a non-travel account code.
- Please note that if the hotel requires a contract, please contact Purchasing and Contract Services at (435)797-1033. Contracts must be signed by an authorized signatory of the University as described in policy 528.
- Please indicate on the requisition if the hotel ONLY accepts credit card for payment. Accounts Payable is able to accommodate this request. **If you are renting a hotel for a conference and part of the contract includes paying for hotel rooms as well, based on the following circumstances, the payment process is as follows:**
 - The hotel rooms are for your employees. You may use either your Travel Card or a requisition to make payment.
 - If you use a Travel Card, you must keep a copy of the contract as support documentation. You will also need to reallocate the conference room rental to a NON-travel related expense code.
- If you use a requisition, please separate the two expenses so that the conference room rental is charged to a NON-travel related expense code and the room rentals are charged to a travel expense code. You must also include the TA number associated with the employees who are traveling and staying in the rooms. You must also include a copy of the requisition with the Travel Authorization Forms as proof of payment for the hotel rooms.
- The hotel rooms are NOT for your employees. Often times, hotels will require a conference host to pay in advance for a block of rooms. At the end of the conference, an adjustment is made to the contract price to account for rented and non-rented rooms. For this type of scenario, you must use a requisition to pay for both the conference room and hotel room rentals.
- **If bus service is needed the following have an existing University Contract:**
 - Aggie Shuttle Charter Bus Service

- If another bus service is needed:
 - Contact the Director of Purchasing Services to establish a contract.
 - Reference the Contract Number on the Travel Authorization.

Departments can choose between the two following options:

1. One card for all University travel-related expenses. Since a Travel Card can be assigned to only one index, expenses can be reallocated to other indexes by the Cardholder or Card Manager.
2. One card per index for University travel-related expenses

Travel Authorization Forms

- Travel Authorization (TA) Forms through T&E must be filled out and approved.