

## **Travel Card - All Fund Types Guideline**

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#### **I. Title**

Travel Card - All Fund Types Guideline

#### **II. Objective**

Travel Guideline DIS-T-GL1 provides information for obtaining and using a University of Texas at Arlington (“UTA” or “University”) Travel Card (“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 program is designed to significantly reduce the amount of personal funds used by the travel.

The Travel Card can only be used for conference registrations, lodging, meals, car rental and miscellaneous business expenses if paid from local funds.

For travel expenses paid from state appropriated funds, only lodging and car rental are allowed to be charged with the Travel Card.

University travel must comply with the rules and policies including the State of Texas Travel Regulations Act (Chapter 660 of the Texas Government Code), the General Appropriations Act, the State Comptroller's Office, State Travel Management Program, University of Texas System Board of Regents' Rules, University of Texas System Policies, and the travel guidelines of the University.

### **III. Scope – Who Should Know**

All UTA employees who travel for official University business and possess a Travel Card.

### **IV. Guidelines**

#### **A. Travel and Duty of Care Policy**

See UTA Policy [BF-T-PO-01](#) *Travel and Duty of Care* for complete information that applies to this guideline and all University funded travel:

- Definitions
- Relevant federal and state statutes and websites
- Relevant UT System rules and policies
- Applicable UTA policies, procedures, travel guidelines, and additional resources
- Applicable UTA forms

#### **B. Application and Issuance Process – Employees Only**

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 Cardholder Agreement and will adhere to all applicable travel guidelines.

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

It is required that all Travel Card applicants complete "[How to Travel for the University](#)", which is presented by Knowledge Services, prior to applying for the card. This will familiarize the employee with all travel guidelines and the Travel Card Program. This is a self-paced course in Canvas. The potential

cardholder will receive a completion certificate that must be attached to the application.

An employee requesting their first Travel Card must complete the [SharePoint Request a Travel Card – Cardholder Application Form](#). The completed form will route electronically to the Department Account Administrator for approval. The approved application will then automatically transfer to Payment Card Services in the Office of Disbursements (“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.

Once Payment Card Services receives the Travel Card, the applicant will receive the *Travel Cardholder Agreement* via Adobe Sign. The applicant must electronically sign the *Travel Cardholder Agreement* before Disbursements will release the new card.

Each Travel Card issued will bear the employee’s name and will be embossed with the State of Texas emblem and the wording “For Official Travel Use Only” and “Commercial”.

The cardholder will be responsible for activating the card.

**Note:** Only the person to whom a Travel Card is issued may use the card. Persons receiving Travel Cards cannot share the card.

## **C. Training**

### **1. Existing Cardholders – Refresher Course**

Departments may schedule a refresher course with Payment Card Services for cardholders determined to need reinforcement of this guideline and other travel guidelines.

## **D. Travel Card Expense Limits**

1. Travel Cards have a base monthly limit of \$1,500 up to \$10,000. The limit must be requested in the Travel Card Application found in [SharePoint Request a Travel Card – Cardholder Application Form](#). Payment Card Services will evaluate cardholder spend each year and credit limits may be adjusted based on historical travel. The cardholder and department head or equivalent will receive notifications if any changes are made.
2. If a cardholder believes the frequency of their travel requires a higher monthly limit than the maximum above, an exception request must

be submitted using the [Business Affairs Exception Tracker](#) thirty (30) calendar days prior to the start of their next travel. The subject for this request will be “Travel Card Spend Limit”. The request must provide a business justification for the increase. See [Subsection K](#) of this Guideline for complete information.

#### **E. Missing Receipt / Invoice / Credit Memo**

1. If an expense is missing one (1) or more receipt(s) or invoice(s) to validate the charge(s), the cardholder must complete UTA Form [DF-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 cardholder must certify and sign the form before the Budget Administrator/Principal Investigator reviews and approves.
3. Habitual use of this form could result in future expenses not being reimbursed.

**Note:** The *Lost or Unavailable Receipt Form* will be used in lieu of submitting a Business Affairs Exception Request to this Guideline.

#### **F. Applicable University Travel Guidelines**

All travel expenses applied to the Travel Card must adhere to these University travel guidelines:

1. [DIS-T-GL2](#) *Pre-Travel Requirements – All Fund Types*
2. [DIS-T-GL3](#) *Contiguous U.S. Travel – Local Funds Only*
3. [DIS-T-GL4](#) *Outside Contiguous U.S. Travel – All Fund Types*
4. [DIS-T-GL5](#) *Travel Using State Appropriated Funds*
5. [DIS-T-GL6](#) *Travel Agencies and Concur – All Fund Types*
6. [DIS-T-GL7](#) *Transportation Options in Travel Status – All Fund Types*
7. [DIS-T-GL8](#) *Non-Employee Travel – Local Funds Only*
8. [DIS-T-GL9](#) *Student Group and Organization Travel – Local Funds Only*
9. [DIS-T-GL10](#) *UTA Athletics and Campus Recreation Team Travel and Expense*
10. [DIS-T-GL11](#) *Travel Reimbursement Timelines and Receipting – All Fund Types*

## **G. Submission Timelines and Expense Processing**

### **1. Internal Control**

Proper internal control procedures requires that an individual not approve disbursements of funds to themselves. A cardholder cannot approve their own expense report and must ensure the expense report is forwarded to their supervisor for approval.

### **2. Expense Report**

Citibank will provide daily data feed of new transactions which will be made available in Concur Expense.

All receipts for expenses charged to the Travel Card must be digitized and attached to Concur Expense, along with other required documentation, prior to submitting the expense report.

### **3. Timelines**

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

Concur Expense must be created and processed through 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 'In Good Order' expense report must be submitted and ready for review and payment processing by Disbursements.

#### **c. Beyond 60 Calendar Days**

In accordance with [IRS Publication 463](#) and the Safe Harbor rules, travel expense reports submitted after 60 calendar days after the last day of travel will be reported to Payroll as taxable. Incomplete or incorrect expense reports will be returned to the department and will not be considered submitted until resubmitted with all corrections completed.

Concur travel expense reports submitted on or after the 61st calendar day after trip ends, or later, or that are **not** 'In Good Order' by the 60th calendar day, are taxable to the traveler (income and employment taxes) and the employing department.

#### **d. More Than 120 Calendar Days**

Cardholders whose Concur expense report is 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 for future travel.

Any outstanding transactions will be charged to the cardholder's department.

#### **H. 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 or stolen. This includes 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. Travel Cards that have been reported lost, stolen, or had fraudulent charges made or 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.

#### **I. 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 must 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 all cardholders use the CitiManager application to view all Travel Card transactions and be able to react timely to potentially disputed or fraudulent charges that may occur. For complete information how to set up an account to view Travel Card statements and unbilled transactions see UTA's [CitiManager Job Aid](#).

## **J. Cardholder Termination or Transfer to Another University Department**

### **1. Cardholder Terminating Employment with the University**

- a. When a cardholder terminates employment with UTA, the department head or equivalent has the specific obligation to reclaim the Travel Card from the employee.
- b. [Payment Card Services](#) must be notified of employee's separation with the University **prior** to the termination date.

**Note:** Failure to notify Payment Card Services promptly may result in revocation of all departmental Travel Card privileges.

### **2. Transferring to Another UTA Department**

- a. When a cardholder transfers from one University department to another, the Travel Card must be cancelled.
- b. The department head or equivalent of the department that the employee is transferring from, must notify [Payment Card Services](#) prior to the cardholder's transfer to initiate the cancellation of the Travel Card.
- c. If the new employing department wants the employee to have a Travel Card, please see [Subsection B](#) of this guideline.

**Note:** Payment Card Services will receive a notification from the Office of Talent, Culture, and Inclusion via the Employee Clearance & Release Process when employees terminate employment or change departments.

## **K. Exceptions to This Guideline**

There may be occasions when travelers need to request an exception to this 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** 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 policy 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 guidelines.

**V. UTA Offices Responsible for Travel Guideline**

**Responsible Officer:** CFO & Vice President for Business and Finance

**Sponsoring Department:** Office of Disbursements

**VI. Dates Approved or Amended**

November 4, 2021

April 19, 2022

July 12, 2024

November 4, 2024

**VII. Contact Information**

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

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