



**Angelo State University  
Operating Policy and Procedure**

**OP 70.08: Use of the State Travel Card**

**DATE:** April 4, 2011

**PURPOSE:** The purpose of this Operating Policy and Procedure (OP) is to set forth the procedures to be followed in applying for the state travel card and conditions under which it can be used and/or terminated.

**REVIEW:** This OP will be reviewed in July of odd numbered years by the director of purchasing and operations with recommended revisions forwarded through the vice presidents to the president by August 15 of the same year.

**POLICY/PROCEDURE**

The State Travel Management Program (STMP), Citibank, and Angelo State University (ASU) have provided the following guidelines for the state of Texas travel card issued by Citibank.

**1. Application Process**

- a. Applications for the State of Texas travel card are available at the Travel Office. Employees must complete the application and send it to the Travel Office for processing.

Note: There will be no annual fee associated with the state travel card.

- b. Applicants for the state travel card will be subject to a pre-approval credit check.

**2. State Corporate Travel Card Purpose**

State corporate travel credit cards are provided to faculty and staff who travel on a regular basis for purchasing travel-related goods and services. Travel must be for official university business travel as defined in OP 70.01.

**3. Eligibility Requirements**

Any university employee who expects to travel may apply for a state travel card, excluding temporary/casual and student employees.

**4. Conditions and the Appropriate Use of the Travel Card**

- a. Corporate travel cards are issued to faculty and staff employees who request and qualify for such a card. Corporate travel cards must be used solely for the cardholder's allowable travel expenses related to official university business travel and must benefit the university. Non-travel expenditures are prohibited. Employees who misuse these cards

may have their card cancelled and are subject to disciplinary action up to and including dismissal.

- b. Employees are responsible for the payment of all charges made on their credit card. The university is not responsible for the charges, regardless of the type of charge, nor will the university be liable for nonpayment by the employee.
- c. The travel card is issued to university employees for their State of Texas business related expenses only. The travel card is not intended for the expenses of other university employees.

**5. Cancellation of Travel Cards**

- a. Citibank will suspend or cancel the use of the card if the charges are not paid in a timely manner. If the card is suspended or cancelled for misuse or nonpayment, the employee will need to find other sources of funds for the travel expenses.
- b. Upon termination of employment, the state travel card must be returned to the Travel Office. The Travel Office will then close the account.

**6. Retail Charges Limitation**

Citibank is required by contract to limit the use of the travel card for retail purchases up to \$200. Retail charges should be made only in connection with travel on state business. Some registration fees may be considered a retail charge. In these cases, the employee should notify the Travel Office, which will notify Citibank, and have the fees charged approved.

**7. Right to Change Policy**

ASU 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.

**8. Unauthorized Retail Charges**

ASU will review expenditures activities on all accounts. If any charges appear to be unrelated to official "State of Texas" business travel, the Travel Office will notify the employee by letter. After three letters of notification, the Travel Office will report these finding to the vice president for finance and administration.