



Angelo State University
Operating Policy and Procedure

OP 70.08: Use of the State Travel Card

DATE: August 6, 2019

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 September every five years, or as needed, by the purchasing and travel supervisor and executive director of contracts and materials management with recommended revisions forwarded through the vice president for finance and administration to the president by October 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 travel card are available by contacting the Purchasing Office. Employees must complete the application and send it back to the Purchasing Office for processing.

Note: There is not an 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. Eligibility Requirements

- a. Any ASU employee who expects to travel may apply for a state travel card, excluding temporary/casual and student employees.
- b. Citibank alone determines approval or denial of a state travel card and will notify the Purchasing Office on the status of each application.

3. State Travel Card Purpose

- a. Travel must be for official university business travel as defined in [OP 70.01](#).
- b. State travel credit cards are provided to faculty and staff who travel on three or more trips per year to use for purchasing travel-related goods and services, such as airfare, rental cards, lodging, and meals.

- c. Travel must also be in accordance with the state's contract with Citibank and [STMP travel card rules](#).

4. Conditions and the Appropriate Use of the Travel Card

- a. State travel cards are issued to faculty and staff employees who request and qualify for such a card. State travel cards must be used solely for the cardholder's allowable travel expenses related to official university business travel, and such charges must benefit the university. Non-travel expenditures are prohibited.
- 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. Late payment of state travel card charges will be reported to the vice president for finance and administration.
- c. The state travel card is not for an employee's personal use nor is it intended for the expenses of other university employees.
- d. Use of the state travel card for charges other than official state business travel is a direct violation of the state's contract with CitiBank and the [STMP](#) (Texas Administrative Code, Title 34, Part 1, Chapter 5, Subchapter C, Section 5.22) and, therefore, is considered a misapplication of the state-issued card. **Employees who misuse the card may have their card cancelled and are subject to disciplinary action up to and including dismissal.**

5. Cancellation of State Travel Cards

- a. Citibank will suspend or cancel the use of the state travel 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 Purchasing Office to close the account.

6. Retail Charges Limitation

- a. Citibank is required by contract to limit the use of the travel card for retail purchases up to \$200. Retail charges may only be made in connection with travel on state business.
- b. Some registration fees may be considered a retail charge by Citibank. In these cases, the employee should notify the Purchasing Office, so they can notify Citibank to approve the charge.

7. Unauthorized Retail Charges

- a. ASU has the right to review and audit the credit card transactions on all accounts. If any charges appear to be unrelated to official "State of Texas" business travel, the Purchasing Office will notify the employee by email.
- b. After two emails of notification, the Purchasing Office will report these findings to the vice president for finance and administration.

[Major Revisions: August 6, 2019]

8. 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.