

# Southern Arkansas University Tech Travel Card Program Guidelines and Procedures

The Arkansas Department of Finance and Administration (DF&A), Office of State Procurement (OSP), state agencies, and institutions of higher education have developed and implemented the Arkansas Agency Travel Card Program for employees that have valid business-related travel expenses such as airfare, registration, and lodging. **These cards cannot be used for meals.** SAU Tech has developed the following guidelines and procedures which are consistent with state policy. **Any misuse of the Travel Cards is forbidden and may result in disciplinary action.**

## TYPES OF TRAVEL CARDS

There are two (2) types of cards the CTS (Central Travel System) Account or Ghost Account, and the Sponsored Business Travel Card.

1. **CTS (Ghost Card)** - This card is issued with the Agency's (SAU Tech's) liability according to the terms and conditions set forth by US Bank. These cards will be used for individuals who do not have an Agency Sponsored Business Travel Card for direct paying of hotel, airfare, and registration. SAU Tech will receive the bills and pay them monthly. SAU Tech, Arkansas Fire Training Academy, and the Arkansas Environmental Training Academy each have a CTS with a limit set of \$15,000.00. Persons wanting to use the Ghost Card will need to do a Purchase Requisition made out to US Bank with all the pertinent information for the Purchasing Agent to book lodging, airline tickets, or registrations. Also, a Travel Authorization should be submitted along with Purchase Requisition to US Bank prior to the trip. **As soon as travel is anticipated, an employee needs to submit these forms (Travel Authorizations and Purchase Requisition made out to US Bank) to allow sufficient time for processing.** An employee must submit the TR1-E or TR1-M and the Travel Reconciliation Form with supporting documentation within five working days after returning to his/her official station.

2. **Sponsored Business Travel Card** - This card is issued with the Agency's (SAU Tech's) liability according to the terms and conditions set forth by US Bank. The card will be issued to the person responsible for the card. These cards will be used for direct paying of hotel, airfare, and registration. **The card cannot be used for meals.** Special Authorization will be required if meals are needed for group travel. This card will have restrictions that will prohibit state employees from using the card for purposes other than official business. This card has a limit of \$2500.00. **A Travel Authorization should be submitted prior to the trip to the Purchasing Agent for approval before any arrangements are made.** If the travel is for a group, a list must be attached to the Travel Authorization of all the members in the party whose expenses will be paid with the card.

The employee must submit all required travel reimbursement forms (TR1-E or TR1-M, and a Travel Reconciliation Form) with the original supporting documentation five working days after returning to his/her official station to Accounts Payable. Any exceptions to this policy will require approval from the Vice Chancellor for Finance & Administration.

Make a copy of your monthly statement when it comes in and make copies of your original receipts that back up the charges shown on the statement. Retain the copies of your statement and receipts in a secure location for audit by external auditors and submit the original statement and original receipts to Accounts Payable as soon as possible after receiving the statement.

**IF THESE ITEMS ARE NOT TURNED IN WITHIN THE TIMEFRAME, THE CARD WILL BE REVOKED.**

Contact the Travel Coordinator to apply for the Sponsored Business Travel Card.

### **TRAVEL ADVANCES**

With the implementation of the Travel Card Program, Travel Advances will be so restricted that it will be almost impossible to receive an advance. All travel advances will be paid back through payroll deduction. The traveler can only receive 50% of the travel costs, excluding the hotel room, airfare, and registration. If an employee refuses to apply for the Sponsored Business Travel Card, he/she will be prohibited from receiving a travel advance. An employee who applies for and receives the Sponsored Business Travel Card and it becomes delinquent or the employee loses the card, will also be prohibited from receiving a travel advance.

### **LOST/STOLEN CARD**

Immediately upon knowing your Travel Card is lost or stolen, notify US Bank's Customer Service by phone at 1-800-344-5696. Record the date, time and name of the US Bank representative you spoke with. You will then need to complete and distribute the Lost/Stolen Travel Card Notification Form to the Travel Card Coordinator and the Department Head.

### **MISSING RECEIPTS**

If you lose a receipt, you will need to fill out the Missing Receipt for Travel Card Transaction Form. Once you have completed the Missing Receipt Form attach it to your Travel Reimbursement Forms when you return from your trip and send to Accounts Payable. Repeated loss of receipts may result in discontinuing a Cardholder's use of the Travel Card.

### **TRAVEL CARD DISPUTE FORM**

The cardholder is responsible for contacting the vendor to resolve any disputed charges or billing errors in connection with the use of their Sponsored Business Travel Card. If the cardholder cannot resolve the dispute with the vendor, a Travel Card Dispute Form needs to be filled out and sent to the Travel Card Coordinator. The Travel Card Coordinator or his/her designee will then assist in resolving the dispute. The Travel Card Coordinator or his/her designee will resolve all disputes with the CTS (Ghost) Cards.

## **CARDHOLDER TERMINATION**

The travel card accounts will be closed if a Cardholder:

1. Terminates his/her employment with SAU Tech
2. For any of the following reasons:
  - a. The Travel card is used for personal or unauthorized purposes;  
Note: Use of the card for personal and/or unauthorized purposes could be interpreted as fraud, which could be grounds for employee termination.
  - b. The Travel card is used to purchase alcoholic beverages or any substance, material, or service, which violates policy, law or regulation pertaining to SAU Tech.
  - c. The Cardholder fails to provide the required receipts
  - d. The Cardholder fails to provide, when requested, information about any specific purchases.
  - e. The Cardholder does not adhere to all the Travel Card guidelines and procedures.