TRAVEL CARD PROGRAM

- Statewide Travel Card Program administered by the DOA.

- The purpose of the Travel card is to provide a card that can be used for State travel related expenses in lieu of using your own personal credit card.

- The GE MasterCard travel card is for State Travel related expenses incurred and conducting official State business ONLY!
TRAVEL CARD PROGRAM

• It may be used for Official State Business meals while not in travel status and is reimbursed by submitting a “Meal Reimbursement Form”.

• The cardholders name is on the card.

• The cardholder is responsible for the monthly bill and is reimbursed by submitting a “Travel Expense Reimbursement Voucher”.
TRAVEL CARD USE

- AUTHORIZZE USE
  - Employee Overnight Travel
  - Car Rental
  - Meals while traveling

Retain all receipts for card purchases and credits

- UNAUTHORIZE USE
  - Movies
  - Utility Bills
  - Home & garden supplies
  - Gym memberships
  - Other personal use
TYPES OF CARDS

● AGENCY CARD
  ● Only used for Airline Tickets
  ● Travelers do not have to wait for reimbursement.
  ● Agency responsible for payment and reconciliation

● INDIVIDUAL CARD
  ● Credit Limit
  ● Must be paid by cardholder each month (regardless of reimbursement status).
  ● Must be use ONLY for travel expenses that comply with the current State travel regulations.
Responsibility of Individual Travel Cardholder

- Be employed as a State employee
- Must have an annual salary of at least $15,000
- Use the travel charge card for reimbursable travel expenses only while conducting official State government business in accordance with CAPP Topic No. 20335, Stat Travel Regulations.
Individual Cardholder Responsibilities...Continued

- Use the travel charge card for reimbursable meal expenses while conducting official State government business while NOT in travel status.
- Must retain actual receipts for charge card purchases; travel expense reimbursements will NOT be made from charge card statements.
Individual Cardholder Responsibilities…Continued

- Submit a Travel Expense Reimbursement Voucher to obtain State reimbursement upon completion of travel.
- Receive travel charge card bills and pay card balances in full upon receipt of the monthly statements (Any late fees or finance charges are the responsibility of the cardholder)
- Sign a new Employee Agreement every time a renewal card is issued, or at least every two years
CONTRACT TRAVEL AGENCIES

- COVINGTON INTERNATIONAL TRAVEL
  www.covingtonontravel.com

- CI Travel
  www.citravel.com
CONTRACT TRAVEL AGENCY

- Traveler shall provide a signed travel authorization form to contractor as a basis for issuing tickets.
- When securing airline tickets, the College’s GE Agency Travel Card (ATC) must be used to bill the college.
- ONLY Air and Rail charges can be posted to the Agency Travel Card (card number stored at Travel Agency site)
OTHER SERVICES BY CONTRACTOR