



# TRAVEL CARDS

# 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

- AUTHORIZE USE

- Employee Overnight Travel
- Car Rental
- Meals while traveling

Retain all receipts  
for card purchases  
and credits

- UNAUTHORIZED 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, State 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.covingtontravel.com](http://www.covingtontravel.com)

- CI Travel

[www.citravel.com](http://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

