

Iowa Park CISD

Travel Card Procedures Manual

Travel Card Policies and Procedures

Introduction

The purpose of the travel card program is to establish a more efficient, cost-effective method of disbursing travel funds to employees. Rather than issuing a check to a hotel, we will assign a travel card to the traveler for the estimated travel expenses. The travel card can be used, subject to the Travel Card Guidelines, with any travel-related merchant that accepts MasterCard as a form of payment. A Payment Authorization Form must be submitted for hotel expenses.

General Information

These policies and procedures provide the general guidelines for using the travel card. Please read it carefully. Your signature on the *Cardholder Agreement* shows that you understand the intent of the program and agree to follow the established guidelines.

The following important points should be reviewed before using the travel card:

Your travel card is issued in the district name. All purchases made on the travel card must be only yours. You are responsible for the security of the travel card and the transactions made with it. **If you do not follow these guidelines when using the travel card, you shall be subject to disciplinary action, including termination of your employment with Iowa Park CISD.**

- You may use the travel card at any vendor or service provider that accepts MasterCard and is not on a restricted vendor list. It may only be used for school related travel expenses.
- The travel card may **only** be used to pay for travel costs that have been preapproved on a Payment Authorization Form.
- When making the reservation, you will need to use a personal credit card to secure the reservation.
- Some hotels require proof of employment such as an Identification Badge. Be sure to take your **IPCISD Badge** with you.
- All detailed original receipts and the travel card must be submitted to the Administration Office within **5 days of returning** from your trip.
- The Administration Office shall reconcile the monthly statement received from Citi-Bank to ensure that all charges are accurate. The statement shall be reconciled using your detailed original receipts, so it is critical that all receipts be submitted on a timely basis.
- The travel card is not intended to avoid or bypass appropriate travel or payment procedures as outlined in Board Policy CH or the Iowa Park CISD Procedures Manual.

Credit Rating & Liability

The program does not affect your credit rating in any way. The travel card program carries corporate, not individual liability.

Travel Card Controls & Procedures:

Credit Limits

All travel cards have spending limits that are valid only for the days of travel. The limit shall be based on the preapproved travel expenses on the Payment Authorization form. Each cardholder will be given information on the limits of his/her card upon signing for the travel card.

Lodging, Sales and Use Tax

Iowa Park CISD will cover the cost of overnight trips at the hotel/facility listed as the host hotel(s) where the conference, seminar, etc. is being held or an alternate location when necessary. Rooms should be booked at the most economical rate available and without additional amenities. If a spouse attends with an Iowa Park CISD employee, any additional room costs **must** be paid for by the employee. Additional charges such as movies and laundry will be at the employee's expense.

The District is a tax-exempt entity and does not pay sales tax for school-related expenditures in the State of Texas. The cardholder should present the appropriate tax exemption form when making a school-related purchase.

The traveler must present a Texas Hotel Occupancy Tax Exemption Certificate to the hotel upon registration to avoid **state** taxes on lodging at the hotel. The District is not exempt from city or county lodging taxes. This Certificate does not apply to lodging outside the state of Texas. A copy of the Certificate will be provided to the employee when the Travel Card is issued. If the cardholder fails to present the Texas Hotel Occupancy Tax Exemption Certificate at the time of registration and **state** taxes are charged on the Travel Card, the cardholder shall be personally liable for reimbursement of **state** taxes.

Hotel Parking

The traveler must present a Sales Tax Exemption form to the hotel upon registration to avoid **state** taxes on parking at the hotel. The Sales Tax Exemption form does not apply to lodging outside the state of Texas. A copy of the Sales Tax Exemption form will also be provided to the employee when the Travel Card is issued. If the cardholder fails to present a Sales Tax Exemption form at the time of registration and **state** taxes are charged on the travel card, the cardholder shall be personally liable for reimbursement of **state** taxes.

Restricted Vendors

The travel card program will be restricted for use with certain types of suppliers and merchants. If you present your travel card for payment to restricted vendors, the authorization request will be declined. Travel cards may not be used to purchase meals. Employees will fill out the Meal Reimbursement Form and attached detailed receipts to be reimbursed upon returning from their trip.

Issuance of Travel Card

Travel cards will be distributed through the Administration Office. Prior to a travel event, the traveler will come to the Administration office to get the travel card for all preapproved, estimated travel expenditures. The traveler shall sign an Employee Travel Card Agreement every time he/she receives a travel card.

Travel Card Receipts

Cardholders must obtain a receipt when using the travel card. It is every cardholder's responsibility to ensure there is a original receipt for each purchase. Detailed original receipts must be presented for purchases – **the credit card charge slip is not considered adequate documentation.**

Upon check out, it is very important to review the billing to ensure that **state sales tax** was not charged.

All detailed original receipts shall be reconciled with monthly statements and filed for audit purposes after the appropriate payments have been made to Citi-Bank. If a receipt is lost or stolen, the cardholder should obtain duplicate copies of the receipts. If unable to obtain a receipt, the charges may become the personal responsibility of the cardholder and shall be due within 30 days of the purchase to the Administration office or deducted from the employee's payroll check.

Returns, Credits, and Disputed Charges

Should a problem arise with a travel-related charge, every attempt should be made to first resolve the issue directly with the merchant. All credits and/or corrections to charges must be reimbursed by crediting to the credit card account; cash refunds are prohibited. Credit receipts, if any, should be submitted to the Administration Office.

Security of the Travel card

The cardholder is responsible for the security of the travel card. The traveler should guard the travel card account number carefully. It should not be left in a conspicuous place. It should be kept in a secure location. If the traveler loses or forgets to take the travel card during a travel event, he/she will be required to pay for all approved, travel-related expenditures with his/her own cash or personal credit card. The District shall reimburse all approved, travel-related expenditures made with personal funds upon receipt of the detailed receipts.

Violations & Consequences

The only person authorized to use the travel card is the cardholder who is issued the travel card. The card is to be used for business purposes only. The card is not intended for personal use. Personal purchases, if any, shall be considered misappropriation of District funds, a criminal offense, and will be reported to the proper authorities. **The card must not be used for other travelers, or non-employee (such as family) expenses.**

Inappropriate use of the travel card or failure to abide by the Travel Card Policies and Procedures will result in revocation of the travel card privileges and appropriate disciplinary action, including termination of employment. If an employee's travel card privileges are revoked, the traveler shall pay for all travel-related expenses with his/her own cash or credit card. The travel-related expenses will be reimbursed with an accounts payable check after the trip upon receipt of all detailed receipts.

Lost or Stolen Cards

If a travel card is lost or stolen, immediately contact the Bank's Customer Service (1-800-248-4553). Always obtain the name of the bank representative you spoke to as well as the date and time that you called. After contacting the Bank, notify Amy Brown, Lindy Lamb or Sharon Godwin. Prompt action can reduce the District's liability for fraudulent activity.

IOWA PARK CISD

EMPLOYEE TRAVEL CARD AGREEMENT

I, _____, hereby request an Iowa Park CISD Travel Card. As a cardholder, I have read, understand and agree to comply with the Iowa Park CISD Travel Card Policies and Procedures.

_____ I fully understand that misuse or abuse of the Travel Card may result in revocation of the card and appropriate disciplinary action, up to and including termination of my employment. Should I fail to use this card properly, I authorize the District to **take from my salary as a payroll deduction an amount equal to the total of the discrepancy**. I also agree to immediately repay to the District all amounts owed by me for unauthorized charges even if the Iowa Park CISD no longer employs me.

_____ I agree to use this card for official approved school related travel expenses only.

_____ I agree that I will not use this card to pay for unauthorized travel expenses, such as:

- state hotel taxes for lodging within the state of Texas,
- meals, or
- any other expense prohibited in the district's travel guidelines.

_____ I agree that I will not use this card to pay for personal expenses such as alcoholic beverages, expenses for family members, entertainment, or my personal travel expenses before or after the official travel dates.

_____ I agree to submit the Travel Card and the proper documentation (detailed original receipts) within **5 days** after returning from my business travel.

_____ I agree that if the travel card is lost or stolen, I will immediately notify Citi-Bank (1-800-248-4553) and the Iowa Park CISD Administration Office (940-592-4193).

Employee Signature

Campus/Department

Date

***Travel Expense Limit: \$** _____

Travel Card Number (last 4 digits): _____

***This amount does not include an additional amount for the hotel incidental charges, if any.**

IOWA PARK CISD

BOARD MEMBER TRAVEL CARD AGREEMENT

I, _____, hereby request an Iowa Park CISD Travel Card. As a cardholder, I have read, understand and agree to comply with the Iowa Park CISD Travel Card Policies and Procedures.

1. I agree to use this card for official approved school board related travel expenses only. I fully understand that misuse or abuse of the card will result in revocation of the card.
2. I agree that I will not use this card to pay for personal expenses such as alcoholic beverages, expenses for family members, entertainment, or my personal travel expenses before or after the official travel dates.
3. Policy violations include, but are not limited to:
 - Personal use or non-district business purposes
 - Failure to return the card to the Administration Office when appropriate
 - Failure to submit proper documentation
 - Allowing the card to be used by someone else
4. I agree to return the card and all documentation including **detailed, original receipts** within 5 days upon returning from the approved trip.
5. I agree that if the card is lost or stolen to immediately notify Citi-Bank (1-800-248-4553) and the Iowa Park CISD Administration Office (940-592-4193).

Board Member Signature

Printed Name

Date

***Travel Expense Limit: \$** _____

Travel Card Number (last 4 digits): _____

***This amount does not include an additional amount for the hotel incidental charges, if any.**