

UNIVERSITY *of* HOUSTON  
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

**SECTION: Procurement**  
**AREA: Travel**

**Number: 04.02.01C**

<b>SUBJECT: Corporate Travel Card</b>
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I. PURPOSE AND SCOPE

Corporate travel cards are provided to faculty and staff who travel on a regular basis for purchasing travel-related goods and services.

For this document, “travel” includes all use of a vehicle between duty points undertaken on behalf of the University of Houston – whether outside or within the Houston city limits. This document applies to all charges to the corporate travel card, whether reimbursed from state or local funds.

II. POLICY STATEMENT

Corporate travel cards are issued to those faculty and staff employees who request and qualify for such a card. Corporate travel cards must be used solely for the cardholder’s allowable travel expenses related to official university travel. Non-travel expenditures are prohibited. All expenses must be reasonable and necessary for conducting university business and must benefit the university. Employees who misuse these cards may have their card cancelled and are subject to disciplinary action up to and including dismissal. Cardholders are also personally financially liable for paying their corporate travel card in a timely manner.

III. DEFINITIONS

- A. Corporate Travel Card: Charge card contracted by the state to be used to charge university business-related travel expenses. Corporate travel cards are issued in the name of the individual employee, who is responsible for all charges.
- B. Designated Headquarters: The geographic location in which an employee’s place of business is located. In most cases, Houston is designated headquarters for University of Houston employees.
- C. Official University Travel: Travel undertaken by University of Houston employees to conduct official university business or represent the university in an official capacity.

- D. Retail Charge: Any charge to a merchant classified as a “retail” establishment by the corporate travel card vendor. Retail establishments include, among others: clothing, shoe, accessory and jewelry stores; book, music, toy and hobby stores; florists; stores for furniture, electronics and home improvement items; shops for consumables (candy, cosmetics, liquor, tobacco); department stores and discount houses; stationary and office supply stores; and some oil company outlets (gas stations) and public parking facilities.
- E. Travel Coordinator: Person designated by the university to receive and disseminate information relative to the State Travel Management Program for compliance with Texas Building and Procurement Commission (TBPC) rules for contracted travel services.
- F. Travel Expense Report: The form used to document local-funded travel, request reimbursement for out-of-pocket expenses, and provide any additional approvals necessary (MAPP 04.02.01B).
- G. Travel Voucher: The form used to document state-funded travel, request reimbursement for out-of-pocket expenses, and provide any additional approvals necessary (MAPP 04.02.01A).

#### IV. APPLICATION FOR AND ISSUANCE OF THE CORPORATE TRAVEL CARD

- A. The applicant must meet the following criteria:
  - 1. They must be a benefits-eligible faculty or staff.
  - 2. They must expect to take at least three trips or spend at least \$500 in travel expenses during the fiscal year.
- B. The applicant must take the following steps to complete the application process:
  - 1. Complete a Corporate Travel Card Application, including name, home address, social security number, date of birth, state agency number (730 for UH), business phone number, home phone number and signature. Cardholders may not use the University of Houston as the billing address. Card Applications may be downloaded at the following address: [http://www.uh.edu/finance/Travel/Forms\\_instr.htm](http://www.uh.edu/finance/Travel/Forms_instr.htm)
  - 2. Read and sign the Corporate Travel Card Use Agreement (Addendum A).
  - 3. Obtain the employee’s supervisor’s signature on the Card Use Agreement.
  - 4. Submit the Application and Agreement to the university Travel Coordinator, who will forward the application to the bank for processing.

- C. If the application is approved by the bank, the following steps will be taken:
1. The corporate travel card will be mailed to the employee's home address within two weeks.
  2. The employee will activate his/her card by following the instructions included with the card.
  3. If the card is not received within two weeks, the employee should inform the Travel Coordinator, who will inform the corporate travel card vendor and request another card.
  4. The Travel Coordinator will forward the Card Use Agreement to Human Resources to be included in the employee's personnel file.

V. USE OF THE CORPORATE TRAVEL CARD

- A. The corporate travel card may be used to purchase the following travel-related services:
1. Airfare;
  2. Rental car;
  3. Hotel room;
  4. Meals for the cardholder while traveling;
  5. Gasoline for rental car (not personal car);
  6. Registration fee for a conference or workshop;
  7. Books, supplies or other materials needed while traveling;
  8. Business meals;
  9. Travel incidentals;
  10. Other travel expenses permitted under MAPP 04.02.01A or 4.02.01B, depending on the type of funds used to reimburse the expense.
- B. The corporate travel card may not be used for the following:
1. Expenses not related to official university travel;

2. Expenses which are not reimbursable under MAPP 04.02.01A or 04.02.01B;
3. Retail charges in excess of the established limit, currently \$200 per billing cycle (see the above definition of retail charges);
4. Charges in excess of the established limit of the corporate travel card;
5. Cash advances (i.e., ATM withdrawals).

C. Payment of the corporate travel card

The corporate travel card's balance must be paid in full each month (less disputed charges) by the cardholder. Disputed charges must be documented in accordance with the standards set by the bank that issued the card.

D. Additional insurance coverage

The corporate travel card provides \$500,000 portal-to-portal (residence or business) travel insurance when airfare is charged to the traveler's individual corporate travel card.

## VI. REIMBURSEMENT FOR CORPORATE TRAVEL CARD EXPENDITURES

Corporate travel card expenditures are reimbursed on a Travel Voucher or Travel Expense Report in accordance with the requirements of MAPP 04.02.01A and 04.02.01B.

Late payment penalties and/or interest charges incurred by the cardholder will not be reimbursed by the university.

## VII. CANCELLATION OF THE CORPORATE TRAVEL CARD

A. The corporate travel card may be cancelled for one of the following reasons:

1. An employee changes positions within the university and does not need the corporate travel card in the new position;
2. An employee terminates employment with the university;
3. An employee's corporate travel card account is more than 60 days delinquent;
4. An employee is suspected of misusing his/her corporate travel card;

5. A corporate travel card is lost, stolen, or used by someone other than the cardholder;
  6. An employee no longer needs the card in their current position;
  7. The card has not been used in more than 12 months.
- B. The procedure for canceling a corporate travel card is as follows:
1. If the card is believed to be lost or stolen, the cardholder must immediately call the bank to cancel the card and request a replacement card, if needed.
  2. If an employee determines that they no longer need the card or terminates employment with the university, the employee must call the bank to cancel the account and destroy the card.
  3. Cardholders who are more than 60 days delinquent in paying their corporate travel card or who are believed to have misused their card (i.e., used it to purposely charge non-travel or personal expenses) will be subject to the following actions:
    - a. The employee's corporate travel card may be cancelled by the Travel Coordinator and/or the bank.
    - b. Deliberate misuse of the card may result in additional disciplinary action, up to and including termination of employment.

VIII. REVIEW AND RESPONSIBILITIES

Responsible Party: Associate Vice President for Finance

Review: Every three years, on or before June 1

IX. APPROVALS

Jim McShan  
Interim Vice President for Administration and Finance

John M. Rudley  
Interim President

Date of Interim President's Approval: October 16, 2007

X. REFERENCES

State of Texas Travel Rules and Regulations  
UH System Administrative Memoranda 01.C.05 and 03.A.03  
MAPP 04.02.01A  
MAPP 04.02.0B  
MAPP 05.02.01

Index Terms: Corporate travel cards  
Travel  
Travel advances

**Addendum A****University of Houston Corporate Travel Card Use Agreement**

I agree that use of the Corporate Travel Card, referred to as “the Card” below, will be governed by the following:

- I will be responsible for all charges resulting from use of the Card and understand that I am required to pay the account in full each month, less any disputed charges. Further, I understand that if my account goes 60 days delinquent, the University of Houston or the bank may cancel the Card. Cancellation of the Card for any reason does not relieve me of the responsibility to pay all charges and delinquency assessments.
- I understand that the University of Houston may request a copy of my corporate travel card statement and receipts to verify card usage at any time, with or without notice to me.
- I understand the Card is to be used for State of Texas business travel charges only and is not for personal use. Use of the Card for charges other than official state business is a direct violation of the State’s contract with the bank and, therefore, a misapplication of the state-issued card. I further understand that my use of the Card is governed by university regulations (currently set forth in MAPP 04.02.01C) and any subsequent amendments to said MAPP.
- I understand that any misuse of the Card may result in cancellation of the Card and may be subject to disciplinary action up to and including termination of employment. I understand that any misuse of the Card may also be reflected in my next scheduled performance review or be placed as a permanent notation in my personnel file with the University of Houston.
- I understand that this signed agreement becomes legally binding and will become part of my personnel file at the University of Houston.

I understand that the above-stated policies, regulations, and penalties for using a State of Texas corporate travel card and agree to abide by them.

\_\_\_\_\_  
Printed Name and Title of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title of Supervisor

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

This form must be submitted to the University of Houston Travel Coordinator, along with a completed Corporate Travel Card Application, before a Corporate Travel Card will be issued.

05/30/07