

# Travel Card Guidelines

## OVERVIEW

### Purpose

The purpose of the Conroe Independent School District (CISD) Travel Card ('Travel Card') is to establish a cost-effective method to pay for hotel specific travel services when conducting business on behalf of the District. CISD has partnered with JP Morgan Chase to implement a Travel Card program that meets the specific needs of the District. The Travel Card is a credit card tailored specifically for authorized business use and has restrictions imposed as such.

### Proper Use

Cardholders may only use the Travel Card for District travel-related hotel business transactions. Cardholders are responsible for ensuring that all charges comply with District policies and procedures; verifying budgeted funds are available prior to incurring any charges; expenditures are properly itemized and supported by a business purpose; and hotel expenses are approved and submitted via the appropriate expense reporting process.

The use of the Travel Card is a privilege and not a right. The Travel Card may not be used for personal expenses and is a violation of the Travel Card policy. Cardholders who do not comply with District policies and procedures may forfeit any future use of the District's travel cards. Misuse of the Travel Card may result in disciplinary action, up to and including termination of employment.

## ISSUANCE OF TRAVEL CARDS

### Eligibility

Travel Card eligibility is based on a District-determined business need and is contingent upon:

- travel PO approval for requestor,
- completed Travel Card Request Form with appropriate approvals and budget unit to charge (Travel Card not available if paid from grant funds), and
- signed agreement of Travel Card policy.

The Travel Card is intended for CISD staff use only. The Travel Card may not be extended to non-employees.

### Travel Card Request Form

The Travel Card Request Form must be completed by the requestor. All fields on the form must be filled out. Incomplete forms will delay the process of issuing the Travel Card. An example of a Travel Card Request Form is located in the appendix.

This form, once completed by the requestor, must be attached to the hotel requisition in eFinance and electronically routed to the immediate supervisor for approval.

Approval of the Travel Card Request

Appropriate levels of approval for Travel Cards are as follows:

School Personnel.....Principal

Athletic Coaches/Trainers.....Athletic Director

Support/Department Personnel.....Department Director or Asst. Superintendent (where applicable)

Final Approval.....Travel Coordinator

Once the hotel requisition has been approved by the appropriate levels, the Travel Department will review for requestor’s signature, proper approval, budget unit validity, and travel intent. If the form is not properly filled out, it will be returned for correction. The Travel Card Request Form must be submitted at least 14 days prior to the trip via the eFinance hotel requisition.

The Travel Coordinator will email the requestor when the card is available for pickup.

Card Delivery

When the requestor comes to pick up the card, they will have to sign an acknowledgment of Travel Card Policy form and sign the Travel Card Log indicating that the card has been assigned to them. Travel Cards are only loaded for the requested amount that has been approved and is only valid for the requested dates of travel. The Travel Coordinator will activate the card.

**PROPER USE AND MISUSE**

Proper Use

Below is an example of travel-related business transactions proper for the Travel Card:

- Hotel accommodations (the room rate per night and all applicable taxes and fees, excluding state taxes. See "Cardholder Responsibilities" for information related to sales tax. )

The Travel Card may not be used to purchase meals/food, fuel or parking expenses.

Travel Card Misuse

Cardholders must use their Travel Cards according to District policies and procedures. Cardholders who do not comply with these policies and procedures may have their cardholder privileges revoked. Misuse of the Travel Card may result in disciplinary action, up to and including termination of employment.

## **CARDHOLDER RESPONSIBILITIES**

### Securing Travel Cards

Cardholders are expected to keep the Travel Cards in a secure location at all times as if it were your own credit card. The only person authorized to use the Travel Card is the person to whom the Travel Card is issued. Lending or sharing of Travel Cards is not allowed. The signatures on the receipts should match the signature of the person to whom the card was assigned, if applicable.

### Lost or Stolen Cards

In the event that a Travel Card is lost or stolen, cardholders are responsible for immediately contacting JP Morgan to cancel the card and then notifying the Travel Coordinator.

JP Morgan Chase Commercial Card Service - 1-800-270-7760

### Sales Tax

The District does not pay state sales tax. Any purchase with the Travel Card should not include state sales tax. Please note that this does not include the city or county occupancy tax for hotels. The cardholder

is responsible for presenting the Texas Hotel Occupancy Tax Exemption Certificate when checking into the hotel. If state sales tax is charged on the travel card, the cardholder is responsible for getting a credit from the vendor or reimbursing the District.

### Retaining Receipts

Cardholders are responsible for retaining an itemized receipt for all hotel transactions with the Travel Card and turning in these receipts to the Travel Department after trip has ended. If a receipt is lost, the Cardholder should make every attempt to obtain a duplicate copy of the receipt.

As with all district travel, proof of attendance is required for all conferences, seminars etc., and should be attached to your Travel Recap with your receipts.

### Submitting Travel Recap and Returning the Travel Card

The Travel Recap and the Travel Card must be completed and returned to the Travel Department within five (5) days after trip has ended. The Travel Card must be signed back in to the Travel Department. Processing in a timely manner is important to ensure expenditures are correctly reported. Delays in submitting the Travel Card and Travel Recap will lead to future privileges being revoked.