

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 specific needs of the District. The Travel Card is a card tailored specifically for authorized business use and has restrictions imposed as such for the CISD Employee ('Cardholder').

Proper Use

Cardholders may only use the Travel Card for District travel-related hotel/lodging 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:

- an approved hotel PO,
- completed Travel Card Request Form with requested amount and budget unit to charge (Travel Card not available if paid from grant funds), and
- signed agreement of Travel Card policy (emailed to cardholder when card is ready for pick-up)

The Travel Card is intended for CISD staff traveling with students 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.

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.

Hotel Reservations

Travel cards are not used for reserving hotels. Hotels should be reserved by the cardholder using their personal debit/credit. Certain hotels may require up front costs when booking (ie. deposit of a single night). These deposits or up front costs are the policies of the hotel. If the hotel policies are an issue for the cardholder, additional research and the selection of another hotel may be needed.

For large groups or for a block of hotel rooms, please contact the hotel to request a contract with the number of rooms, room rates, and applicable taxes so that a travel card can be checked out in advance of the event.

Hotel Incidentals

The cardholder should confirm the hotel incidental policy with the hotel in advance prior to completing the travel card form. Hotel incidental funds applied to the card are not allowed for the use of any additional services at the hotel.

Once the hotel requisition has been approved by the appropriate levels, the Travel Department will provide the final review. 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.

Card Delivery

The Travel Coordinator will email the cardholder and the budget clerk/secretary when the card is available for pick up at least one week prior to the event. The email will include the Travel Card Agreement and the an authorization letter. Travel cards are available to be picked up on Thursdays.

When the cardholder or designee comes to pick up the card, they will need to bring the Travel Card Agreement and sign the Travel Card Log indicating that the card has been checked out to them. Travel Cards are only loaded for the requested amount that has been approved on the po 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, parking expenses, in-room services or additional hotel accommodations.

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 personal 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 the cardholder will be responsible for reimbursing the District.

Retaining Receipts

Cardholders are responsible for retaining an itemized receipt, verifying 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.

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. A copy of the receipt must be submitted with the card and a copy must be submitted with the recap. 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.