



LACKLAND

Independent School District

Travel Card Manual



The Department of Defense sets for rates for Alaska, Hawaii, U.S. Territories, and Possessions (OCONUS rates.) [Visit DoD Site >](#)

The State Department sets Foreign rates. [Visit State Dept Site >](#)



Travel Card Policies and Procedures

Overview

Purpose:

The purpose of this manual is to:

- establish operating procedures for the use of Travel Cards by district employees, board members or other authorized officials
- establish travel card allowable and non-allowable purchases
- establish card holder responsibilities and consequences for non-compliance

Recent Changes:

Changes and/or updates to the procedures for 2019-2020 are highlighted in **yellow**.

Forms:

All district forms and documents are highlighted in **blue**.

References:

- None

**LACKLAND ISD ADMINISTRATIVE REVIEW & APPROVAL OF PROCEDURES,
HANDBOOKS AND MANUALS**

In accordance with Board Policy BP (Local), the Superintendent and administrative staff shall be responsible for developing and enforcing procedures for the operation of the District. These procedures shall constitute the administrative regulations of the District.

The Superintendent or designee shall ensure that administrative regulations are kept up to date and are consistent with Board policy. The Superintendent or designee shall resolve any discrepancies among conflicting administrative regulations. In case of conflict between administrative regulations and policy, policy shall prevail.

Administrative regulations are subject to Board review but shall not be adopted by the Board. The Superintendent shall review and approve all procedures, handbooks and manuals.

| Handbook/Manual | Effective School Year | Revision Date |
|------------------------|------------------------------|----------------------|
| Travel Card Manual | 2019-2020 | March 2020 |

Approved by: Signature on file
Dr. Burnie L. Roper, Superintendent

4/13/2020
Date

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 and other travel-related expenses, 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. The travel-related merchants that have been preapproved include: hotels, parking and transportation such as taxis, rental cars, shuttles, etc. Airline flights are purchased by the Business Office and will therefore not be included as an approved merchant. Every traveler will receive an accounts payable check for estimated meal per diems as approved on a travel form; therefore, meals may not be purchased with a travel card. **A Travel Authorization-Settlement Form must be submitted for all estimated travel expenses.**

Travel cards are issued for two major purposes:

1. **Single travel events** – a travel card is issued to a traveler before a travel event with preset dates and credit line. The travel dates are set from the documented departure date to the return date. The credit line is set to cover all anticipated expenses submitted on a Travel Authorization form. A purchase requisition for ALL anticipated expenses is required **BEFORE** all travel events.
2. **Recurring travel events** – a travel card is issued to a district employee that either has recurring travel events (such as an athletic coach) or a campus/department staff member that is charged with making hotel, shuttle or other reservations for assigned staff. The travel dates (effective dates) are set from September 1st through August 31st each fiscal year. The credit limit is to a reasonable amount based on the anticipated usage. A purchase requisition for ALL estimated recurring travel events is required **BEFORE** the 1st recurring travel event.

If used to its potential, the travel card program should result in a significant reduction in the volume of travel-related checks.

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 may be subject to disciplinary action, including termination of your employment with Lackland ISD.

- 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 Travel Authorization Form.
- All detailed original receipts for purchases must be submitted within **5 days of each purchase** with the Travel Settlement form. **Note.** Hotel reservations that require a one-night deposit must be submitted to the business office as part of the Travel Authorization and requisition process to ensure prompt payment of the pre-travel event expense.

- The business 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 Lackland ISD Fiscal Manual.

Duties and Responsibilities

Program Administrator – (Rebecca Estrada, Chief Financial Officer)

The Program Administrator is designated to answer questions, address issues and oversee the administration of the program. The Program Administrator has a direct relationship with the Bank. All travel card requests must go through the Program Administrator.

Travel Specialist – (Michelle Arriaga)

The Travel Specialist shall assist the Program Administrator in answering questions and ensuring compliance with fiscal guidelines. The Travel Specialist shall assign the travel cards to travelers and load the travel dates and estimated credit limit based on the approved Travel Authorization form. The Travel Specialist shall also reconcile the monthly statements and contact cardholders, as necessary, to resolve discrepancies and/or disputed charges.

Cardholder - A cardholder is designated by the Budget Manager to utilize the travel card for travel related expenses. The cardholder is responsible for following the guidelines in regards to purchases, selection of vendors, security of the card and submission of receipts. **All detailed original receipts must be submitted within 5 days of the return from the trip with a Travel Settlement form.**

Budget Manager – (Principal/Administrator)

The Budget Manager is responsible for designating cardholders and for approving travel card receipts and Travel Settlement forms of cardholders to ensure they are within District policy. The Budget Manager shall also assist in assigning cardholder spending limits and monitoring adherence to travel card regulations. The Budget Manager is responsible for retrieving travel cards in the event of termination or change in the employment status of a cardholder under their supervision.

Travel Card Guidelines

Credit Rating & Liability

The program does not affect your credit rating in any way. The travel card program carries corporate, not individual credit 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 Travel Authorization form. Each cardholder will be given information on the limits of his/her card upon signing for the travel card.

An exception is made for travel cards used for recurring travel events. It shall be the cardholder's responsibility to ensure that they monitor their remaining credit limit and request additional a higher credit limit, as applicable.

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. The District shall issue a check to the traveler for approved meal per diems.

Issuance of Travel Card

Travel cards will be centrally distributed through the business office. Prior to a travel event, the Business Office shall contact the traveler to issue 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 an original receipt for each purchase. Detailed original receipts must be presented for purchases – **the credit card charge slip is not considered adequate documentation.**

These receipts will serve as the cardholder's documentation for the Travel Settlement form. After approval by the campus principal or administrator, the receipts should be submitted with the Travel Settlement form. 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 possible. In some cases, a written, certified statement from the cardholder may be accepted as acceptable documentation. If a receipt or acceptable written, certified statement is not submitted to the business office, the charges may become the personal responsibility of the cardholder. All reimbursements from cardholders shall be submitted to the business office within 30 days of the purchase.

Lodging, Sales and Use Tax

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 Hotel Occupancy Certificate to the hotel upon registration to avoid state taxes on lodging at the hotel. The District is not exempt from city lodging taxes. The Hotel Occupancy Certificate does not apply to lodging outside the state of Texas. **A copy of the Hotel Occupancy Certificate can be found on the District's Business Department Forms webpage.**

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 can be found on the District's Business Department Forms webpage.** If the cardholder fails to present a Sales Tax Exemption form and/or Hotel Occupancy Certificate at the time of registration and taxes are charged on the travel card, the cardholder shall be personally liable for reimbursement of all taxes with the Travel Settlement form.

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 the credit card account; cash refunds are prohibited. Credit receipts, if any, should be submitted in accordance with the Travel Settlement form.

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 posted in a work area or 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 pre-approved 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 pre-approved, travel-related expenditures made with personal funds upon receipt of the detailed receipts and Travel Settlement form.

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 school 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 and Travel Settlement Form.

Lost or Stolen Cards

If a travel card is lost or stolen, immediately contact the Bank's Customer Service (1-800-248-4553). After contacting the Bank, notify the Program Administrator (Rebecca Estrada @ estrada.r@lacklandisd.net). **Prompt action can reduce the District's liability for fraudulent activity.**

Examples of Acceptable Purchases (Charges) – Note all charges should be preapproved on a purchase requisition before the travel event.

Hotel charges
Parking charges
Transportation charges such as a rental car, taxi, shuttle, Uber, etc.

Examples of Unacceptable Purchases

Supplies
Services (Of any Type)
Meals, snacks, etc.
Computer Hardware or Software
Capital Items – any single item with a per unit cost over \$500
Personal Items
Cash Advances
Alcoholic Beverages

These examples are for illustration only. When in doubt, please contact the Program Administrator or Travel Specialist for clarification.

LACKLAND I.S.D.

EMPLOYEE TRAVEL CARD AGREEMENT

I, _____, hereby request a Lackland ISD Travel Card. As a cardholder, I have read, understand and agree to comply with the Lackland ISD Travel Card Policies and Procedures. I fully understand that misuse or abuse of the travel card will result in revocation of the card and appropriate disciplinary action which may include termination of my employment. I also agree to attend training on the use of this card as prescribed by the Program Administrator.

_____ 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 and tips, 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 to the appropriate Budget Manager upon return from my business travel.

_____ I agree to submit proper documentation (detailed original receipts) with my Travel Settlement form 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 Lackland ISD Program Administrator (Rebecca Estrada @ Estrada.r@lacklandisd.net) verbally and in writing.

Employee Signature

Campus/Department

Date

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

Travel Card Administrator or
Travel Specialist

Date

Travel Card Number (last 4 digits): _____

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

LACKLAND I.S.D.

BOARD MEMBER TRAVEL CARD AGREEMENT

I, _____, hereby request a Lackland ISD Travel Card. As a cardholder, I have read, understand and agree to comply with the Lackland ISD 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. Policy violations include, but are not limited to:
 - Personal use or non-district business purposes
 - Failure to turn the card over to the Program Administrator when appropriate
 - Failure to submit proper documentation (detailed original receipts) within 5 days of each purchase
 - Allowing the card to be used by someone else
3. I agree to return the card immediately upon request or upon return from the approved trip.
4. I agree that if the card is lost or stolen, I agree to immediately notify Citi-Bank (1-800-248-4553) and the Lackland ISD Program Administrator (Rebecca Estrada @ estrada.r@lacklandisd.net) verbally and in writing.

Board Member Signature

Printed Name

Date

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

Travel Card Administrator or
Travel Specialist

Date

Travel Card Number (last 4 digits): _____

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