

Argyle ISD
Citibank Card Program
Policies and Procedures



2023-2024

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 diem as approved on an expense form; therefore, meals may not be purchased with a travel card unless prior approval is made. 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 *Employee Travel Card 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 Argyle 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 through the purchase order system.
- All detailed original receipts for purchases must be submitted within **5 days** of each purchase, along with the Citibank card.
- The business office shall reconcile the monthly statement received from Citibank 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.

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 pre approved travel expenses. Each cardholder will be given information on the limits of his/her card upon signing for the travel card.

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 diem.

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 pre approved, 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.**

If a receipt is not submitted to the business office, the charges may become the personal responsibility of the cardholder.

Lodging, Sales and Use Tax

Argyle ISD 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. Argyle ISD is not exempt from city lodging taxes or miscellaneous other taxes charged by hotels. The Hotel Occupancy Certificate does not apply to lodging outside the state of Texas. A copy of the Hotel Occupancy Certificate will be given to travelers when the credit card is checked out.

If the cardholder fails to present a 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.

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.

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, and the card should be kept in a secure location. It should not be posted in a work area, left in a conspicuous place, or be in the possession of anyone other than the employee. 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. Argyle ISD shall reimburse all approved, travel-related expenditures made with personal funds, upon submission of the detailed receipts.

Violations & Consequences

The only person authorized to use the travel card is the employee who is issued the travel card. The card is to be used for school business purposes only, and 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.

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 submission of all detailed receipts.

Lost or Stolen Cards

If a travel card is lost or stolen, immediately contact the Citibank Customer Service (1-800-248-4553). After contacting the Citibank, notify the Program Administrator, Gina Smith (gina.smith@argyleisd.com). Prompt action can reduce the district's liability for fraudulent activity.

Examples of Acceptable Purchases (Charges)

Hotel charges
Parking charges
Transportation charges such as a rental car, taxi, shuttle, 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 Business Office for clarification.

Argyle ISD

EMPLOYEE TRAVEL CARD AGREEMENT

I, _____, hereby request an Argyle ISD Travel Card. As a cardholder, I have read, understand and agree to comply with the Argyle 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 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 proper documentation (detailed original receipts), and the card, within five (5) days after returning from my business travel.

_____ I agree that if the travel card is lost or stolen, I will immediately notify Citibank (1-800-248-4553) and the Argyle ISD Program Administrator, Gina Smith (gina.smith@argyleisd.com), verbally and in writing.

Employee Signature

Campus/Department

Date

Travel Expense Limit: \$ _____

Travel Card Number (last 4 digits): _____ **Card Name** _____