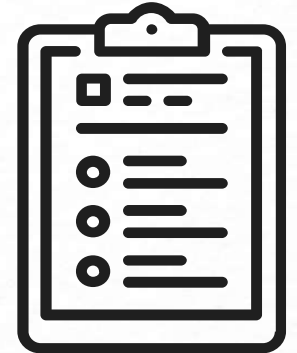


Dallas ISD Travel Card Program

Cary Newsome, Assistant Director
Finance and Accounting Services Division

Agenda

- Program overview
- Cardholder responsibilities
- How to obtain a travel card
- Allowable and Unallowable expenses
- Documentation and reconciliation
- General information



Program Overview

- New, efficient method to book and pay for business travel
- An alternative to the traditional travel expense processes
- Each card issued to an individual employee responsible for proper use
- Cardholder may use the card for individual travel expenses only
- Travel card is usable at approved merchants that accept Visa
- Travel card program is currently limited to chiefs and HCM recruiters

Cardholder Responsibilities

- Use the card for work-related travel expenses only
- Maintain the security of the card
- Retain detailed receipts for all purchases
- Add all purchases and associated receipts to iExpense reports
- Ensure transactions are reconciled within 20 days of the statement date
- Follow guidelines in Travel Card Manual and Travel Card Agreement
- Comply with all District Travel Guidelines in DEE (Regulation)
- Note: Improper use of the card may result in loss of the card and/or disciplinary action, up to and including termination

How to Obtain a Travel Card

- **Step 1:** Complete the Travel Card training
- **Step 2:** Complete the Travel Card Form
(<https://pznwuubwfdll22r-production.adb.us-phoenix-1.oraclecloudapps.com/ords/r/prod/travel-card-auth>)
 - Download the Travel Card Manual
 - Enter your phone number, and verify line code and other details
 - Complete and attach the optional Proxy Authorization (see the Manual)
 - Electronically sign the form at the bottom
- **Step 3:** Pick up your Travel Card from Treasury Services (located on the 15th Floor of 9400 North Central Expressway)

Travel Card Charges

- Allowable and unallowable expenses for travel card are below
- Travel card allowability is more limited than DEE (Regulation) allowability
- Additional limitation apply if traveling using federal funds
- Automated controls limit the use of travel cards to allowable expenses
- Finance will review transactions for allowability
- Note: Improper use of the card may result in loss of the card and/or disciplinary action, up to and including termination

Allowable Travel Card Charges

<u>Allowable?</u>	<u>Type of Expense</u>
Yes	Lodging including local tax and parking (Provide the Texas Hotel Occupancy Tax Exemption Certificate)
Yes	Airfare including baggage and early check-in fees
Yes	City-to City train and bus transportation
Yes	Car rental and gasoline
Yes	Rideshare (for example Lyft, Uber) (Federal - between airport, hotel, dining location within 10 miles roundtrip and business location)
Yes	Meals (based on receipts)

Un-Allowable Travel Card Charges

<u>Allowable?</u>	<u>Type of Expense</u>
Depends	Internet and telephone (General Operating - allowed; Federal - Not allowed)
No	Registration
No	Gratuities
No	Texas Hotel Occupancy Tax
No	Grant Expenses without a prior approved SRFM form

Documentation & Reconciliation

- Retain an itemized receipt for each purchase
- Receipt must include the merchant name, date of purchase, description and price of each item, ancillary charges, and total purchase price
- Cardholder must add each card transaction and receipt to the expense report and submit for management approval within 10 days of the statement date
- Failure to comply will result in the charge becoming the personal responsibility of the cardholder
- Payment of the funds from cardholder personal funds is due within 30 days of the statement date by employee payback via RevTrack or payroll reduction

General Information

- Travel Card Address - 9400 North Central Expressway, Dallas, TX 75231
 - For bookings travel, etc.
- Credit Limit - \$10,000 a month
- Statement Cycle Date - 1st of each month
- Expense Report Due date - 10th calendar day after the card statement date
- Your travel cost line code is defaulted based on your position and org
- Declined transactions - contact Accounts Payable at 972-925-3860
- Fraudulent charges, or lost or stolen card - contact Wells Fargo at 800-932-0036 and Treasury Services at treasury@dallasisd.org
- If separating from the District, return the card to Treasury Services

General Information

Additional resources

- DEE (Regulation): <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=361&code=DEE>
- Accounts Payable travel website: <https://www.dallasisd.org/Page/53201>
- Travel Card Program webpage and manual: [Travel and Reimbursements](#)

THANK YOU

